

WAR DEPARTMENT

**STAFF OFFICERS'
FIELD MANUAL**



**PART ONE
STAFF DATA**

STAFF OFFICERS' FIELD MANUAL

PART ONE STAFF DATA

**PREPARED UNDER DIRECTION OF THE
CHIEF OF STAFF**

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Part One, Staff Data, Staff Officers' Field Manual, is published for the information and guidance of all concerned.

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BY ORDER OF THE SECRETARY OF WAR:

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LIST OF FIELD MANUALS

A MANUAL FOR COMMANDERS OF LARGE UNITS. (M. C. L. U.)

- Vol. I. *Operations*.—A guide for commanders and staffs for tactical operations of large units.
- II. *Administration*.—A guide for the administration of large units in a theater of operations.

STAFF OFFICERS' FIELD MANUAL. (S. O. F. M.)

Staff principles and functions applicable to the staffs of all units, together with pertinent reference data

BASIC FIELD MANUALS (B. F. M.)

Training, administrative, and reference data applicable to more than one arm, with special reference to the smaller units

- Vol. I. *Field Service Pocketbook*. (F. S. P.)—The individual.
- II. *Infantry Drill Regulations*. (I. D. R.)—Drill, dismounted ceremonies and inspections; the infantry pack, display of equipment, and tent drill.
- III. *Basic Weapons*. (B. W.)—Marksmanship and mechanical training of the rifle, automatic rifle, machine gun, 37-mm. gun, 3-inch trench mortar, bayonet, and grenade instruction, technique of fire (37-mm. gun, 3-inch trench mortar, and machine gun); musketry and combat practice of small units; instruments.
- IV. *Signal Communication*. (S. C.)—Signal regulations and technical information needed by officers and enlisted men on signal communications duty of arms other than the Signal Corps.
- V. *Transport*. (T.)—Equitation, training remounts, use and care of animals, and of animal-drawn, pack, motor, and tractor transport.
- VI. *Administrative Regulations*. (A. R.)—Army Regulations essential to small units.
- VII. *Military Law*. (M. L.)—The Manual for Courts-Martial including the Articles of War; the Rules of Land Warfare, including recent conventions relative to the sick and wounded of armies in the field, and to prisoners of war; an epitome of the legal principles applicable to military forces when aiding the civil power.
- VIII. *Operations of Combined Arms (Small Units)*. (O. C. A.)—The principles, doctrines, and methods governing the tactical employment of combined arms with reference to the small units.

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The manual for each arm contains, primarily, the principles, doctrines, and methods governing the employment of that arm and pertinent reference data.

Infantry Field Manual. (I. F. M.)

- Vol. I. *Units other than Tanks.*
II. *Tank Units.*

Cavalry Field Manual. (C. F. M.)**Field Artillery Field Manual. (F. A. F. M.)**

- Vol. I. *Organization and Drill.*
II. *Tactics and Technique.*

Coast Artillery Field Manual. (C. A. F. M.)

- Vol. I. *Harbor Defense, Railway and Tractor-drawn Units.*
II. *Antiaircraft Artillery Units.*

Air Corps Field Manual. (A. C. F. M.)**Engineer Field Manual. (E. F. M.)**

- Vol. I. *Engineer Troops.*
II. *Military Engineering.*

Signal Corps Field Manual. (S. C. F. M.)

- Vol. I. *Signal Corps Troops.*
II. *Signal Corps Operations.*

FOREWORD

The Staff Officers' Field Manual should be considered as a compilation of principles, information, and data to be used as a guide for the operation of the staffs of all units and territorial commands, in peace and war, rather than a set of rules and regulations to be rigidly and blindly followed.

The manual will be published in three parts as follows:

PART ONE. Staff data.

Chapter 1. Staff principles and functions.

2. Orders, reports, forms, and abbreviations.

3. Maps and special military symbols.

PART Two. Technical and logistical data.

Chapter 1. Weapons and ammunition data.

2. Field engineering data.

3. Signal communication data.

4. Evacuation data.

5. Supply and transport data.

PART THREE. Organization, road spaces, and camping areas.

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STAFF OFFICERS' FIELD MANUAL

PART ONE

STAFF DATA

(Chapter 1 supersedes Chapter 1, Staff Officers' Field Manual, June 25, 1928, and paragraphs 22 to 24, inclusive, Field Service Regulations, 1923; Chapter 2 supersedes Chapter III and Appendices I and II, Field Service Regulations, 1923, paragraph 3, AR 850-150, September 10, 1926, and paragraph 17, TR 190-10, March 25, 1924; Chapter 3 supersedes paragraphs 15, 16, 18, and 19, TR 190-10.)

CHAPTER 1

STAFF PRINCIPLES AND FUNCTIONS

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SECTION I

GENERAL PRINCIPLES

1. Military organization.—The fundamental elements in any military organization are:

a. Command elements, consisting of a single head or commander, together with such assistants or staff officers as are necessary to relieve him of the burden of details and enable him to exercise adequate control over his command.

b. Combat elements, consisting of such combat troops as are necessary to carry out the combat mission assigned the organization.

c. Service elements, consisting of such technical, supply, or administrative services as are necessary to maintain the fighting efficiency of the combat elements, as well as to carry out any service mission assigned the organization.

2. Development of the staff.—As the number of elements or units grouped under one commander is increased, a point is soon reached where the multiplicity of details requiring consideration by the commander is so great that they can not be handled by one person. Beginning at this point, each unit commander is provided with an appropriate staff.

3. Definition of staff.—The staff of a unit or organization consists of those officers specifically provided for the purpose of assisting the commander in exercising his command functions. Certain of these officers have no duties other than staff duties, while others have staff duties in addition to their primary functions as commanders of combat or service troops.

4. Classification of staff officers.—*a.* The staff of any unit may be divided into two groups as follows:

(1) A *general staff* group consisting of those officers who, as the staff assistants of the commander, are organized so as to comprehend all the functions of command. In the division and higher units, officers of the General Staff Corps are assigned for this purpose while in the brigade and lower units these duties are performed by officers of the arm or service to which the unit belongs, detailed as staff officers in accordance with Tables of Organization.

(2) A *special staff* group consisting of all other officers specifically provided for the purpose of assisting the commander in exercising his command functions. This group includes the heads of technical, supply, and administrative services, and certain technical specialists.

b. In divisions and higher units, these two groups are separate and distinct; while in brigades and lower units, they merge into each other, and one staff officer frequently is charged with duties of the general staff group as well as those pertaining to one or more of the special staff group.

c. Personal aides, as authorized by law for certain general officers, form a part of the commander's staff, but are not included in the unit staff. Their duties are prescribed by the general officer to whom they are assigned. They should keep the chief of staff or executive informed of the whereabouts of the commander and of the purport of any verbal instructions issued by him. They may be utilized as assistants in the general staff sections if so authorized by the commander.

d. Liaison officers are sent to adjacent coordinate units or from supporting to supported units for the purpose of procur-

ing and transmitting promptly such information as is needed to insure effective cooperation between the two units. Liaison officers from supporting units act as tactical and technical advisers to the commander of the unit to which attached on matters concerning the supporting arm.

5. Command responsibility.—*a.* The commander of any unit is alone responsible to his superior for all the unit does or fails to do. Although he may be provided with a staff to relieve him of the burden of details and allow him time for consideration of the broader phases of his duties, he can not avoid his responsibility for all policies, plans, or basic decisions which affect the condition, morale, training, or employment of his command.

b. All orders and instructions from a higher unit to a subordinate unit are given to the commander thereof, and each individual is accustomed to look to his immediate superior for orders and instructions. By this means alone, authority and responsibility are definitely fixed and the channels of command definitely established.

6. Staff authority.—*a.* A staff officer, as such, has no authority to command. All policies, basic decisions, and plans, whether originating with the commander or with his subordinates, must be authorized by the commander before they are put into effect.

b. When the commander has decided upon a plan or policy, it is the duty of the staff officers of the general staff group to prepare and issue the orders or letters of instruction necessary to their execution and to follow up their execution. Where letters of instruction are issued, these staff officers will see that such orders as are necessary in the case are prepared and issued. When it becomes necessary for a staff officer to issue an order in the name of the commander, responsibility for such an order remains with the commander even though he may not have seen the order as actually written or heard it as actually issued if given orally.

c. Staff officers of the special staff group may exercise similar authority with respect to orders only when specifically authorized by the commander or pursuant to routine established policies. Their staff functions are mainly advisory in nature to the commander and his general staff group. They have authority, however, to make such technical inspections in subordinate units and call for such technical reports from similar special

staff officers of subordinate units as are necessary in supervising the execution of the work with which they are charged.

d. Certain special staff officers are also commanders of troops, or heads of technical, supply, or administrative services, and as such have the usual functions of command or control over such troops or services. These two functions of staff and command, although vested in a single individual, are separate and distinct in that each involves different responsibilities and duties, and the exercise of one should not be confused or permitted to interfere with the exercise of the other. On the contrary, this dual function of certain officers has many advantages in facilitating the proper discharge of both staff and command duties of the officers concerned.

e. The staff officer must not only have a thorough knowledge of the will and policies of his commander, but he must also have a full, first-hand knowledge of and sympathetic acquaintance with subordinate commanders and their units in order to operate successfully. In general, a staff officer should be an active, thoroughly posted assistant to the commander and an adviser and helper to subordinate commanders.

7. General functions of the staff.—The staff assists the commander in carrying out his command functions. It constantly anticipates and provides for the needs of the troops. It secures information for the commander, works out the details of his plan, translates his decision and plan into orders, causes such orders to be transmitted to the troops, observes the execution of these orders, and anticipates and initiates action, within the scope of its authority, to complete the carrying out of the commander's intentions.

8. Staff cooperation.—*a.* Teamwork is essential for efficient staff functioning. It is assured by proper cooperation and collaboration within and between all sections of the staff, between the staff and the troops of the unit, and with the staffs of lower higher, and adjacent units.

b. It is the duty of the general staff group to consult the special staff as to the ability of their respective services to perform the duties required of them in contemplated operations, and to give the special staff the earliest practicable information of such operations in order that they may have the necessary time for preparation.

c. It is the duty of each special staff officer to keep the general staff group constantly informed as to the condition and

capabilities of his particular combat or service element in order that the commander and his general staff group may have at all times the necessary information on which to base plans and orders.

d. Staff conferences presided over by the unit commander, or in his absence by the chief of staff, held daily, or at more infrequent intervals, provide the commander with prompt verbal reports as to the condition of the command, promote cooperation by dissemination of information, and provide a means for settling difficulties which may have arisen, before they have had time to affect the efficiency of the command. Such conferences will include the commander and his general staff group and such additional special staff officers or commanders of combat elements as are deemed necessary by the commander.

9. Staff visits.—In order to obtain information for his commander as to the situation or condition of the command or to observe the execution of orders or instructions previously issued, a staff officer should visit subordinate units. Such visits are made in the name of the commander as his duly delegated representative. When making such a visit, the staff officer conducts himself so as to promote cordial relations and cooperation between the staff and the troops. He first calls on the commander of the unit concerned, informs him of the purpose of the visit, requests such assistance as is necessary, and before leaving reports to the commander such facts as have been noted. He carefully avoids criticism or unauthorized interference with the responsibilities of the subordinate commander. If it appears that the superior commander's wishes have been misunderstood, he furnishes the subordinate commander such additional information as is necessary, or in any other legitimate way does his utmost to assist the subordinate commander in comprehending the exact desires of his superior.

10. Staff organization.—*a. Basis of organization.*—The organization of a staff is based upon the duties of the commander whom it serves and is prescribed in Tables of Organization.

(1) The duties of all commanders can be divided into four principal functional groups as follows:

- (a) Personnel.
- (b) Military intelligence.
- (c) Operations and training.
- (d) Supply.

(2) These four subdivisions, together with a coordinating head, exist in the staffs of all units from the battalion to the general headquarters of the field forces. In the staffs of the smaller units of certain arms or services, the duties of two or more of these subdivisions may be performed by one staff officer, but the functional division of duties still exists.

b. Organization of general staff group.—(1) *Division and higher units.*—The general staff group of the division and higher units is organized into four sections with duties corresponding to the four principal functions indicated in *a* (1) above, together with the necessary coordinating personnel depending upon the size of the unit served. The chiefs of these four staff sections are designated as assistant chiefs of staff, G-1, G-2, G-3, and G-4, respectively. The organization of the general staff group includes—

- (a) A chief of staff.
- (b) A deputy chief of staff (for army and higher units).
- (c) A secretary of the general staff (for army and higher units).
- (d) A personnel section (first section).
- (e) A military intelligence section (second section).
- (f) An operations and training section (third section).
- (g) A supply section (fourth section).

(2) *Brigade, regiment, and battalion.*—In the brigade, regiment, and battalion, the general staff group as organized in the division is represented by the officers listed below. These officers, in so far as they perform the staff functions of the general staff group in the higher echelons, are designated as S-1, S-2, S-3, and S-4, respectively. (S-1, S-2, etc., stand for "Staff, first section," "Staff, second section," etc.)

- (a) Chief of staff by the executive officer.
- (b) Personnel section by the adjutant.
- (c) Military intelligence section by the intelligence officer.
- (d) Operations and training section by the plans and training officer.
- (e) Supply section by S-4.

c. Organization of special staff group.—The organization of the special staff group depends largely upon the duties and functions of the unit concerned.

(1) *Divisions and higher units.*—The special staff of divisions and higher units includes such of the following officers as belong to the unit:

- (a) Adjutant general.
- (b) Inspector.
- (c) Judge advocate.
- (d) Officer in charge of civil affairs (GHQ and other territorial commands when required).
- (e) Finance officer.
- (f) Chemical officer.
- (g) Chaplain.

And the following officers who have special staff functions in addition to command duties:

- (h) Chief of artillery (artillery commander in the division).
- (i) Air officer (chief of aviation in corps and army)
- (j) Engineer.
- (k) Signal officer.
- (l) Headquarters commandant.
- (m) Provost marshal.
- (n) Quartermaster.
- (o) Surgeon.
- (p) Ordnance officer.

(2) *Brigades, regiments, and battalions.*—The special staff of brigades, regiments, and battalions includes such of the following as belong to the unit:

- (a) Adjutant.
- (b) Chaplain.
- (c) Surgeon.
- (d) Munitions officer.
- (e) Personnel adjutant.
- (f) Reconnaissance officer.

And the following officers who have special staff functions in addition to command duties:

- (g) Communication officer.
- (h) Attached technical specialists.

d. Division into two echelons.—It is frequently necessary in combat for the unit headquarters to operate in two echelons. When the headquarters is thus divided, the forward echelon will usually include—

- (1) *For divisions and higher units—*
- (a) Chief of staff.
- (b) Assistant chief of staff, G-1.
- (c) Assistant chief of staff, G-2.

- (d) Assistant chief of staff, G-3.
- (e) Assistant chief of staff, G-4.
- (f) Chief of artillery (at artillery command post which should be at or near the forward echelon).
- (g) Air officer.
- (h) Engineer (at engineer command post which should be at or near the forward echelon).
- (i) Signal officer.
- (j) Chemical officer (division).
- (k) Liaison officers from other units.
- (2) *For brigades and lower units—*
 - (a) Executive.
 - (b) Intelligence officer, S-2.
 - (c) Plans and training officer, S-3.
 - (d) Reconnaissance officer (artillery).
 - (e) Communication officer.
 - (f) Liaison officers from other units.

11. Staff functions applicable to all units.—The functions of corresponding staff officers in all headquarters of combat units are generally similar in character but differ in scope and detail depending upon the size and nature of the units concerned. For this reason, the functions of the various staff officers or sections as enumerated herein have been made comprehensive enough to be applicable to all units. Those duties or functions which are not applicable to the staffs of smaller units or special arms may be disregarded when considering such staffs.

SECTION II

FUNCTIONS OF THE GENERAL STAFF GROUP

12. General statutory duties.—The duties of the general staff with troops shall be to render professional aid and assistance to the general officers over them; to act as their agents in harmonizing the plans, duties, and operations of the various organizations and services under their jurisdiction, in preparing detailed instructions for the execution of the plans of the commanding generals, and in supervising the execution of such instructions.—*Section 5, national defense act, as amended by act June 4, 1920.*

13. The chief of staff (or executive in brigades and lower units).—The chief of staff, or executive, is the principal assist-

ant and adviser of the commander. He transmits the will of the commander to those who execute it and is the principal coordinating agency which insures the efficient functioning of the staff and of all troops of the command. He performs the following specific duties:

a. Formulates and announces policies for the general operation of the staff.

b. Directs and coordinates the work of the four staff sections of the general staff group in all their relations with the special staff, with the troops, and with each other.

c. Keeps the commander informed of the enemy situation and of the situation of the command as to location, strength, morale, training, equipment, supply, and general effectiveness.

d. Prepares an estimate of the situation when called for.

e. Represents the commander during his temporary absence or when authorized to do so. In certain regiments and certain battalions, the second in command is designated by Tables of Organization as executive and succeeds automatically to the command when the commander ceases to function.

f. Obtains basic decisions from the commander and takes the following action:

(1) Makes necessary decisions supplementary thereto and gives necessary instructions to the staff in furtherance of the basic decisions of the commander.

(2) Allots the detailed work of preparing plans and orders, obtains drafts of plans and orders from the four staff sections, and submits to the commander a completed plan developed from the section plans.

g. Reviews and coordinates all instructions that are to be published to the command and assures himself that they are strictly in accord with policies and plans of the commander.

h. By personal observation and through the four staff sections, sees that the orders and instructions of the commander are executed.

i. Makes a continuous study of the situation with a view to being prepared for future contingencies.

j. Assembles the routine staff section reports and, after their approval by the commander, forwards copies to higher headquarters.

14. The deputy chief of staff (in army and higher units only).—The relations of the deputy chief of staff to other members of the staff and to the troops are similar to those of the

chief of staff. The deputy chief of staff assists the chief of staff and acts for the latter in his absence.

15. The secretary of the general staff (in army and higher units only).—The duties of the secretary of the general staff are—

a. To act as executive officer for the chief of staff and deputy chief of staff.

b. To maintain an office of temporary record for the chief of staff and deputy chief of staff.

c. To route papers received in the office of the chief of staff to their proper destinations.

d. To forward to their destinations in the headquarters all papers emanating from or returning from consideration by the general staff of the command and to establish a follow-up system to insure prompt action on and return of papers.

e. To receive officials visiting headquarters for the purpose of conferring with the commander or with the chief of staff or deputy chief of staff.

f. To collect statistical data for the commander, chief of staff, and deputy chief of staff.

16. The personnel section.—In brigades, regiments, and battalions, the personnel section is represented by the adjutant. It is charged with general staff functions which relate to the personnel of the command as individuals and therefore is brought closely in contact with the following agencies: The Adjutant General's Department, the Inspector General's Department, the Chaplains, the Judge Advocate General's Department, the Medical Department, the Provost Marshal, and the Headquarters Commandant. It is charged specifically with the supervision of activities concerning—

a. Classification, reclassification, assignment, promotion, transfer, retirement, and discharge of all personnel.

b. Replacement of personnel in accordance with priorities formulated by the operations and training section.

c. Decorations, citations, honors, and awards.

d. Leaves of absence and furloughs.

e. Reward, discipline, and punishment.

f. Sanitation and sanitary inspections.

g. Headquarters arrangements.

h. Military government.

i. Postal service.

j. Military police relations with military personnel and civilians.

k. Location of straggler line and collecting points for stragglers and disposition of stragglers.

l. The furnishing of information to the supply section as to the amount and location of shelter necessary for the command and for the activities under its supervision. Administration of quartering areas.

m. Morale and welfare including religious, recreational, and welfare work, and nonmilitary agencies devoted to such work, except that all programs of time are arranged in agreement with the operations and training section.

n. Reports concerning and the handling of prisoners of war and enemy civilians. Questions concerning our prisoners of war in hands of enemy.

o. Strength reports and graphs, casualty reports, station lists, and other personnel statistics. For the duties in this connection of the adjutant of brigades and lower units see paragraph 24 *a* (6), (7), (8), (9), and (10).

p. General regulations and routine administration which especially concern individuals, or routine not specifically assigned to another staff section.

q. Preparation of such parts of administrative orders or instructions as relate to the personnel section.

17. The military intelligence section.—In brigades and lower units the military intelligence section is represented by the intelligence officer. It is charged, in general, with the collection and evaluation of information concerning the enemy and the dissemination of the resulting military intelligence. Its primary function is to keep the commander and all others concerned informed regarding the enemy's situation and probable intentions. It maintains close liaison with the intelligence sections of higher, lower, and adjacent units, with the air officer in arranging for aerial reconnaissance, and with the engineer in arranging for suitable maps. It performs the following specific duties:

a. Collects information concerning—

(1) Enemy's front line or nearest elements (identity and location).

(2) Enemy's strength, disposition, and movements.

(3) Enemy's supply and equipment (including supply system and installations).

(4) Enemy's operations.

(5) Enemy's casualties, including prisoners.

(6) Enemy's organization of the ground.

(7) Terrain as it affects the enemy.

(8) Enemy's knowledge of our situation.

(9) Enemy's resources, characteristics of his people, and methods of combat. (GHQ only.)

b. Evaluates the information obtained by critical and systematic analysis for the purpose of determining its probable accuracy, significance, and importance.

c. Disseminates the military intelligence obtained to all concerned.

d. Supervises and coordinates the training and activities of all intelligence personnel, in agreement with operations and training section.

e. Supervises radio intercept and goniometric activities.¹

f. Supervises and coordinates the measures necessary to prevent enemy agents from gaining information.²

g. Prepares rules for the regulation of the activities of observers, press correspondents, and civilians who may be attached to the unit.

h. Determines the need for military maps and surveys for general military purposes; determines the general character of such maps as are to be produced; prepares schedules of distribution;² supervises map reproduction and distribution.²

i. Supervises the preparation and use of codes and ciphers and the solution of enemy secret communication.¹

j. Prepares rules for and controls operations of censorship.²

k. Makes translations.

l. Formulates plans for and coordinates and supervises the dissemination of information to the public.

m. Inaugurates necessary measures to combat enemy propaganda and prepares publicity material and arranges for its distribution among enemy troops and in enemy territory as directed by higher authority.

¹ Ordinarily not the duty of intelligence officers of units below the army, unless such units are acting independently.

² Ordinarily not the duty of intelligence officers of units below an army corps, unless such units are acting independently.

n. Maintains liaison with other intelligence agencies of the Government and duly accredited foreign attachés and missions.

o. Receives and conducts visitors. (See par. 15 *e.*)

18. The operations and training section.—In brigades and lower units the operations and training section is represented by the plans and training officer. It is charged, in general, with those functions of the staff which relate to organization, training, and operations. From the nature of its duties, it must maintain the closest cooperation and collaboration with the other staff sections. It confers directly with the commanders of all combat arms and technical units within the command, with the commanders of supporting units, and with the commanders of other units with which the command may be associated. One of its most important duties is to arrange the details for coordination of effort and employment in combat of the combined arms. To this end full use is made of the expert advice and assistance of the commanders of artillery, Air Corps, and engineer troops, and of other special staff officers such as the signal or communication officer. When necessary, these officers are called upon for plans, special maps, reports, or annexes to field orders. In this manner full advantage is taken of the detailed technical knowledge of these officers while at the same time causing their plans to harmonize with the general plan of action and the employment of the other arms and services. It performs the following specific duties:

a. Prepares plans for, secures approval thereof, and supervises—

- (1) Mobilization of the command.
- (2) Organization and equipment of combat units.
- (3) Training, including—
 - (a) Selection of training sites.
 - (b) Preparation of training programs and orders.
 - (c) Organization and conduct of schools.
 - (d) Rendition of training reports and maintenance of records of training.
- (4) Attachment of units for tactical operations.
- (5) Movement of combat troops.
- (6) Tactical dispositions of combat troops, including the allotment of quartering areas.
- (7) Security measures, reconnaissance, and maintenance of lateral communication in combat.

(8) Liaison with adjacent units.

b. Keeps informed of and studies—

(1) Location, effective strength, and morale of combat troops.

(2) Needs for replacements and reinforcements.

(3) State of equipment and supplies.

(4) Enemy situation.

(5) Adaptability of terrain to combat operations.

(6) Instructions, tactical plans, and field orders received from higher or adjacent units.

c. Prepares field orders and, when approved, is responsible for their timely delivery to the troops; prepares estimates of the situation and plans for combat when required.

d. Recommends priorities for the assignment of replacements and equipment.

e. Supervises the system of signal communication.

f. Keeps in touch by personal visits with the commanders of subordinate combat units and with commanders of attached units and technical troops. Personally, or by means of assistants, maintains direct observation of combat operations and troop movements.

g. Makes a continuous study of the situation in order to be prepared for contingencies that may arise and to recommend such changes in attack formations or combat methods as may be necessary.

h. Keeps the diary of the unit.

19. The supply section.—In brigades, regiments, and battalions, the supply section is represented by S-4. In some organizations there is a separate staff officer for S-4 duties, in others the duties of S-4 are performed by the unit supply officer who also commands the service company, battery, or detachment of the unit. The supply section is charged, in general, with all supply arrangements. It keeps in constant touch with the operations and training section so as to keep informed of changes in the tactical or strategical situation which will necessitate changes in the supply arrangements or in the traffic circulation and control. It is responsible for the assurance of such supply arrangements as will accord the utmost freedom of action to the command. It is charged specifically with the supervision of activities concerning—

a. Procurement in the theater of operations, storage, and distribution of all supplies including ammunition and animals.

b. Transportation by land and water, including the operation of such ports of embarkation and debarkation and necessary auxiliaries as lie in the theater of operations of the unit concerned, and the control of which is not held by the zone of the interior.

c. Highway circulation and control of traffic therein; circulation maps.

d. Recommendations as to the new types of equipment with concurrence of operations and training section.

e. Procurement of real estate, shelter, and facilities, including their leasing, repair, maintenance, and disposition.

f. Construction of facilities relating to supply, shelter, transportation, and hospitalization, but exclusive of fortifications.

g. Preparation and distribution of administrative instructions and administrative orders pertaining to field operations.

h. Hospitalization and evacuation of men and animals, including nonmilitary agencies such as the Red Cross, or parts of such agencies, as may be wholly devoted to hospital and medical relief work.

i. Utilities.

j. Assignment and movement of supply, technical, and labor troops not employed as combat troops. Orders for movement of these troops are issued or controlled by the operations and training section.

k. Salvage and burial.

l. Collection and disposition of captured animals and matériel.

m. Property responsibility and accountability.

n. Funds, and priority of expenditure of same.

o. Tonnage.

p. Continual study of the situation so as to be ready to meet prospective or emergency changes with adequate supply arrangements.

20. Records, reports, and maps.—*a. Office of record.*—The office of the adjutant general is the office of record for the headquarters. Each staff section keeps temporarily copies of such documents as are required in the transaction of its business.

b. Journals.—(1) In divisions and higher units each staff section keeps a journal of its activities. This journal contains briefs or references to important written or verbal messages sent or received and notation of reports, orders, and similar

matter pertaining to the section. Copies of important papers sent or received are filed as supporting documents with the journal.

(2) In brigades and lower units it is not necessary for each section to keep a separate journal, but all may be combined in one "unit journal" kept by the adjutant or plans and training officer, as directed by the unit commander.

(3) As the journal is the permanent record of the operations of the unit, entries should be made immediately as the events occur. Original entries should not be altered, but may be supplemented by later entries if necessary.

c. Situation maps.—(1) In divisions and higher units, each staff section keeps a situation map constantly up to date showing graphically thereon such data as pertain to the activities of the section.

(2) In brigades and lower units, it is usually not necessary for each section to keep a separate situation map, but the data from each section are entered on one map usually kept under the supervision of the unit executive.

d. Operations maps and circulation maps.—These maps, prepared by the third and fourth sections, respectively, are issued when required.

e. Reports.—(1) In divisions and higher units, each staff section prepares and submits such periodic or special reports pertaining to its activities as may be required. A situation report is usually prepared at stated intervals and furnished other sections of the staff and higher headquarters for their information.

(2) In brigades and lower units, a single unit report prepared under the supervision of the executive is usually all that is required.

(3) Every effort should be made to hold to the minimum the number of written reports required from subordinate units. Wherever possible, personal or telephone conference should be used in place of a written report.

f. Diary.—(1) The diary is a brief synopsis of the activities of the entire unit for the day and is submitted in the space provided on the Basic Strength Return (W. D., A. G. O. Form No. 73).

(2) The diary is not intended as a complete history of the activities of the unit in detail. Its purpose is to convey to

higher commanders a summary of the principal events for the day, which, taken in conjunction with the strength return, should contain the basis for a brief but accurate analysis of the condition of the unit.

(3) The diary will, for units smaller than the army, be sent to the next superior in duplicate who will examine and sign the original and forward it, together with any remarks that may be necessary, direct to The Adjutant General. A copy of the diary will be retained for file except in the case of a battalion which is serving under regimental control when the copy will be forwarded to regimental headquarters for file.

21. Preparation of combat orders.—In formulating and working up plans and orders for combat operations, each section of the general staff group proceeds along the following lines:

a. Furnishes information and data within the province of the section and bearing on the situation to the chief of staff or executive for the attention of the commander.

b. Receives the commander's decision and any special instructions from the chief of staff or executive.

c. Gives information relative to the plan and any special instructions on matters within the province of the section to the special staff officers concerned and calls for their recommendations.

d. Takes steps to procure necessary additional information by personal reconnaissance or other means.

e. Receives the recommendations of the special staff officers concerned.

f. Coordinates the recommendations received and the data at hand.

g. Drafts that part of the plan or order which pertains to its functions and turns it over to the operations and training section for field orders or the supply section for administrative orders. The third section and fourth section are responsible for completing, submitting for approval, and issuing after approval, field and administrative orders, respectively. In the preparation of orders, the staff officer in many situations must work quickly as well as accurately. Time is often a vital factor. One of the ideals of successful staff work is to provide troops in the field necessary accurate orders in sufficient time to permit subordinate commanders to carry them out without delaying the movement or activities of the troops concerned.

h. Prepares and issues supplementary orders within the province of the section to insure proper execution of the plan.

i. Inspects to insure that so much of the order as applies to matters within the province of the section is understood, and executed in conformity with the commander's will.

j. Records the results and draws lessons therefrom on matters within the province of the section.

SECTION III

FUNCTIONS OF THE SPECIAL STAFF

22. Relations with subordinate units.—*a.* It is a fundamental principle of command that the commander of any military organization is in full control of all personnel assigned thereto, and is alone responsible to higher authority for the results obtained by his organization.

b. In accordance with this principle, special staff officers, although charged in the following paragraphs with certain duties and functions which apply to the unit as a whole, must remember that these duties and functions are primarily the responsibility of unit commanders, and any directions or instructions issued subordinate units must be transmitted through the proper channels of command and not directly from one special staff officer to the corresponding special staff officer in a subordinate unit. (See pars. 6 *c* and 9.)

23. Special staff of divisions and higher units.—*a. Adjutant general.*—The duties of the adjutant general are—

(1) The handling of all official correspondence, except that pertaining to combat orders and instructions, in accordance with regulations and approved policies. In cases for which no policy has been established, he initiates action to secure a policy covering such cases.

(2) Authentication and distribution of all orders and instructions, except those pertaining to combat operations.

(3) Maintenance of the office of record for the headquarters.

(4) Operation of the Army Postal Service.

(5) Operations, in accordance with approved policies, of activities at the headquarters pertaining to—

(*a*) The classification of all individuals joining the command, their subsequent assignment, reclassification, and reassignment, their promotion, transfer, retirement, and discharge.

- (b) Procurement and replacement of personnel.
- (c) Decorations, citations, honors, and awards.
- (d) Leaves of absence and furloughs.
- (e) Education, recreation, and welfare, exclusive of religious matters.
- (6) Custody of the records of all personnel belonging to the command which are not kept in some subordinate unit.
- (7) Preparation and distribution of the station list.
- (8) Preparation and submission of reports on strength, casualties, captured matériel, prisoners of war, and incidental returns.
- (9) Supplying of blank forms, publications, and instructional matter furnished by the Adjutant General's Department.
- (10) Operation of a general "follow-up" system for the headquarters as regards administrative matters, including recommendations as to similar arrangements in headquarters of subordinate units.

b. Inspector.—The duties of the inspector are—

- (1) Inspections other than tactical, including money accounts and property.
- (2) Investigations.

c. Judge advocate.—The duties of the judge advocate are—

- (1) Adviser to the commander and other members of the command, in proper cases, on questions of law.
- (2) Supervision of the administration of military justice within the command.
- (3) Review and recommendation as to the action to be taken upon the proceedings of military courts.

d. Officer in charge of civil affairs (GHQ and other territorial commands when required).—The duties of the officer in charge of civil affairs are—

- (1) Adviser to the commander and the staff on matters pertaining to the administration of civil affairs in occupied territory.
- (2) Handling for the commander in accordance with his orders, regulations, or approved policies, matters in connection with such military supervision or control of civil affairs as is necessary in the territory occupied by the command.
- (3) Supervision within limits prescribed by the commander of civil affairs in subordinate territorial commands.

e. Finance officer.—The duties of the finance officer are—

- (1) Payment of the command.

(2) Payment for supplies purchased or requisitioned, and for damages or claims.

(3) Payment for labor hired.

(4) Audit of property accounts.

(5) Custody and disbursement of all Government funds, including such special funds pertaining to the headquarters as the commander directs.

(6) Custody of financial records.

(7) Adviser to the commander and the staff on fiscal matters.

f. Chemical officer.—The duties of the chemical officer are—

(1) Adviser to the commander and the staff on matters pertaining to chemical warfare.

(2) Supervision, within limits prescribed by the commander, of all chemical warfare training.

(3) The collection of information concerning methods of utilization of chemical substance, the results obtained therefrom, and the nature thereof.

(4) Supply of chemical warfare equipment and supplies, except chemically filled ammunition.

(5) Supervision of the salvage and repair of chemical warfare equipment.

g. Chaplain.—The duties of the chaplain are—

(1) Adviser in all religious and moral activities of the command.

(2) Supervision of the spiritual welfare of the command.

(3) The conduct of religious services, including funeral services.

(4) Spiritual ministrations to the sick and wounded.

(5) Correspondence with relatives of deceased officers and enlisted men.

(6) Coordination of the religious work of the various welfare societies.

(7) In the theater of operations in the absence of graves registration personnel, the coordination of the preparation of records and reports of burials and inventories of personal effects of deceased members of the command.

(8) The following additional duties pertain only to the chaplains of divisions and higher units:

(a) Supervision and coordination, within limits prescribed by the commander, of the work of the chaplains of subordinate units.

(b) Recommendations as to assignments and transfers of chaplains.

(c) Provision of the services of chaplains for units not specifically provided with a chaplain by Tables of Organization.

h. Chief of artillery (artillery commander in the division).—The duties of the chief of artillery or artillery commander are—

(1) Commander of the artillery not assigned or attached to subordinate units.

(2) Tactical and technical adviser to the commander and the staff on the use of artillery, including dispositions for anti-aircraft defense.

(3) Preparation of plans for the use of artillery, including recommendations for its allotment to lower units.

(4) Liaison with the artillery of higher, lower, and neighboring units.

(5) Allocation and distribution of ammunition for the artillery of lower units.

(6) Coordination, within limits prescribed by the commander, of the utilization of artillery in subordinate units.

(7) Preparation of plans for use of air observation for artillery.

i. Air officer (chief of aviation in corps and army).—The duties of the air officer or chief of aviation are—

(1) Command of the Air Corps troops not assigned or attached to subordinate units.

(2) Tactical and technical adviser to the commander and the staff on all Air Corps matters.

(3) Preparation of plans for the use of Air Corps troops, including recommendations for their allotment to lower units.

(4) Supply of Air Corps equipment and supplies.

(5) Procurement and operation of Air Corps storage, maintenance, and repair facilities.

(6) Coordination, within limits prescribed by the commander, of the utilization of Air Corps troops in subordinate units.

j. Engineer.—The duties of the engineer are—

(1) Command of the engineer troops not assigned or attached to subordinate units.

(2) Tactical and technical adviser to the commander and the staff on engineer and fortification matters.

(3) Preparation of plans for the use of engineer troops, including recommendations for their allotment to lower units.

- (4) Supply of engineer equipment and supplies.
 - (5) In the theater of operations, construction, repair, and maintenance of roads, bridges, and structures.
 - (6) In the theater of operations, construction, repair, maintenance, and operation of railways, portable and fixed electric-light plants, water-supply systems, and all other utilities of general service not otherwise assigned.
 - (7) Military mining, demolitions, and removal of obstacles.
 - (8) Surveys, mapping, and the procurement, production, and distribution of maps.
 - (9) Collection of information needed in engineer operations.
 - (10) Recommendations as to traffic regulations required on roads or bridges due to their physical condition.
 - (11) Preparation and posting of signs for marking routes.
 - (12) Supervision, within limits prescribed by the commander, of engineer and camouflage activities in subordinate units, including such work performed by troops other than engineers.
- k. Signal officer.*—The duties of the signal officer are—
- (1) Command, in so far as relates to operations, of signal troops not assigned or attached to subordinate units.
 - (2) Adviser to the commander and the staff on signal matters.
 - (3) Preparation of signal operation instructions and signal annexes.
 - (4) Supply of signal equipment and supplies.
 - (5) Procurement and operation of signal maintenance and minor repair facilities.
 - (6) Technical inspection of signal equipment within limits prescribed by the commander and recommendations relative to its care and utilization.
 - (7) Technical supervision, within limits prescribed by the commander, of all signal operations of the command, including training, assignment, replacement, and utilization of signal and communication personnel of units.
 - (8) Supervision of the installation, maintenance, and operation of the signal communication system, including the message center, of the unit.
 - (9) Supervision of the meteorological activities and of the photographic work for historical purposes within the unit.
 - (10) Operation of the signal intelligence service, including all activities connected with the preparation and revision of

codes and ciphers; the preparation and detection of secret inks; the interception of enemy radio and wire communication and goniometric work incident thereto; the solution of enemy codes and ciphers. Signal intelligence sections are not ordinarily assigned to units below a field army unless such units are acting independently.

l. Headquarters commandant.—Normally the commanding officer of special troops is the headquarters commandant. In the division the commanding officer of special troops is the headquarters commandant and provost marshal.

(1) As headquarters commandant, his duties are—

(a) Technical training and operation of the headquarters detachment and headquarters company (troops).

(b) Safety and internal administration of the headquarters.

(c) Arrangements for the moves of the headquarters.

(d) Detail of orderlies and messengers.

(e) Supervision of headquarters mess.

(f) Messing and quartering of casuals.

(g) Supervision of headquarters garage and stables.

(2) As commanding officer of special troops, he is responsible for administration and discipline of all special troops.

m. Provost marshal.—The duties of the provost marshal are—

(1) Command of the military police organizations not assigned or attached to subordinate units.

(2) Enforcement of traffic-control regulations.

(3) Apprehension and disposition of stragglers, absentees, and deserters, including recommendations as to location of straggler lines.

(4) Collection, evacuation, and custody of prisoners of war, including recommendations as to location of collecting points and inclosures, and the operation of a prisoner of war information bureau when necessary.

(5) Maintenance of order and enforcement of police regulations among members of the military forces and in areas occupied by troops.

(6) Cooperation with allied or civil police authorities when necessary.

(7) Control of enemy civilians and of civil population when necessary.

(8) Criminal investigation activities.

(9) Control of circulation of individuals.

(10) Supervision of feeding of civilian population when necessary.

(11) Coordination, within limits prescribed by the commander, of the utilization of military police in subordinate units.

n. Quartermaster.—The duties of the quartermaster are—

(1) Command, in so far as relates to operations, of quartermaster troops and trains not assigned or attached to subordinate units.

(2) Adviser to the commander and the staff on Quartermaster Corps matters.

(3) Supply of quartermaster equipment and supplies, including animals.

(4) Procurement and disposition of real estate and facilities, including leasing.

(5) Procurement and operation of quartermaster utilities and of quartermaster storage, maintenance, and repair facilities.

(6) Installation and operation of the salvage service.

(7) Operation of the Graves Registration Service.

(8) Transportation of troops and supplies by land and water, except such as may be allocated to another service.

(9) Technical inspection of motor and animal transportation and supervision, within limits prescribed by his commander, of quartermaster activities in subordinate units.

(10) Procurement of quartering space and shelter for the headquarters and for the entire command.

o. Surgeon.—The duties of the surgeon are—

(1) Command of the Medical Department troops not assigned or attached to subordinate units.

(2) Technical adviser to the commander and the staff on all matters pertaining to the health and sanitation of the command or of occupied territory; the care and disposition of sick and injured; the location and utilization of Medical Department units and establishments; the training of Medical Department troops; and the training of all troops in hygiene and first aid.

(3) Supply of medical, dental, and veterinary equipment and supplies.

(4) Operation of hospitals and other Medical Department establishments and of an evacuation service.

(5) Supervision, within limits prescribed by his commander, over the operations of elements of his service in subordinate units.

(6) Administration pertaining to casualty and other reports and records and personnel of the Medical Department.

p. Ordnance officer.—The duties of the ordnance officer are—

(1) Command, in so far as relates to operations, of ordnance troops not assigned or attached to subordinate units.

(2) Adviser to the commander and the staff in ordnance matters.

(3) Supply of ammunition as far forward as the refilling points, and other ordnance equipment and supplies.

(4) Operation of ordnance storage, maintenance, and repair facilities, including salvage and repair of ordnance matériel.

(5) Technical inspection of ordnance equipment.

(6) Supervision, within limits prescribed by his commander, of ordnance activities in subordinate units.

(7) The collection of information concerning ordnance matériel.

24. Special staff of brigades, regiments, and battalions.—

a. Adjutant, chaplain, and surgeon.—These officers have duties similar to those outlined in paragraph 23 *a*, *g*, and *o*.

b. Munitions officer.—(1) The duties of the munitions officer are—

(a) Responsibility for the requisition, receipt, and distribution of ammunition (including pyrotechnics), and for keeping the ammunition records and reports.

(b) By frequent inspections to keep himself informed concerning the supply of ammunition throughout the unit.

(2) In railway artillery units this officer is called "the railway and munitions officer," and in addition to the above duties supervises the rail movements of his unit.

c. Personnel adjutant.—The duties of the personnel adjutant are—

(1) Responsibility for keeping the personnel records pertaining to all enlisted men of the unit.

(2) When directed by the commander, he acts as agent of the division finance officer in the payment of troops.

(3) When the unit enters the combat zone, he becomes the custodian of all funds of subordinate combat units.

d. Reconnaissance officer.—The duties of the reconnaissance officer are—

(1) Reconnaissance for routes and positions.

(2) Organization and operation of observation posts.

(3) Performance of topographical operations necessary for establishing the unit in position.

e. Communication officer.—The duties of the communication officer are—

(1) Command of the communication section or platoon of the headquarters company of his unit. He is responsible for its technical training and functioning.

(2) Adviser to the commander and the staff on matters relating to signal communication, including the location of command posts.

(3) Establishment and operation of the signal communication system, including the message center, for which his unit commander is directly responsible.

f. Supply officer (in some organizations the commander of the service troops also serves as S-4 and as the unit supply officer).—The duties of the supply officer are—

(1) Such of the duties regarding the procurement and distribution of supplies of all classes, listed in paragraph 23, as pertain to the lower unit and are not specifically charged to some other staff officer.

(2) Keeping prescribed records regarding supplies and equipment of the unit.

g. Attached technical specialists.—The commanders of attached chemical warfare, artillery, Air Corps, or engineer troops act as tactical and technical advisers to the commander and staff on matters pertaining to their arm or service with duties similar to those outlined in paragraph 23 *f*, *h*, *i*, and *j*.

CHAPTER 2

ORDERS, REPORTS, FORMS, AND ABBREVIATIONS

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SECTION I

GENERAL INFORMATION ON ESTIMATE OF THE SITUATION, ORDERS, AND ANNEXES

25. General.—The art of properly framing orders so as to insure effective action by subordinates is an important feature in the exercise of command. Effective orders are the result of clear thinking, definite decisions, and clear, straightforward language designed to translate the decision into action.

26. Classification of orders.—Orders are divided into two general classes; routine orders and combat orders.

a. Routine orders include general orders, court-martial orders, special orders, bulletins, circulars, and memoranda. For regulations governing such orders see AR 310-50.

b. Combat orders are orders of any type which contain instructions for subordinate units pertaining to any phase of operations in the field.

27. Estimate of the situation (par. 38).—*a.* Before attempting to draft a combat order, the commander must first make an estimate of the situation in which he considers the main factors affecting the operations of his command and arrives at a definite decision as to his plan of action. Such an estimate may be merely a brief mental review of the situation, or it may be a carefully prepared written document, but in any case an estimate in some form is an essential preliminary to every combat order.

b. In a general way, any commander making an estimate of the situation follows in his train of thought the sequence outlined below:

(1) *Mission*.—He considers the mission assigned to him by higher authority or deduced by him from the instructions from that source.

(2) *Relative strength*.—He considers the factors affecting the combat strength of his own and the enemy's forces and makes a comparison of such factors; from this comparison he deduces the relative combat strength of the opposing forces.

(3) *Enemy intentions*.—He fully considers the probable enemy mission and the plans open to the enemy as they may be deduced from the enemy's dispositions relative to his own, from the enemy's relative combat strength, and from the enemy's probable knowledge of his opponent's situation and intentions. A deduction of the enemy's probable intentions is also made for use in the consideration of plans to be adopted.

(4) *Possible plans*.—He fully considers the plans open to himself in view of his mission, the existing tactical situation, and his strength and dispositions as compared with those of the enemy.

(5) *Decision*.—Having considered the above points, he formulates, in general terms only, the plan he adopts. This is his decision. It is arrived at as a result of the analyses and comparisons as outlined above. He should so express his decision that it will serve as a basis of action for the command as a whole and as a directive for the preparation of the order putting the plan into execution.

28. *Types of combat orders*.—Based upon their form and special uses, combat orders may be classified as follows:

a. *Field orders*.—Field orders are orders given by a commander setting forth the situation, the tactical mission, his decision and plan of action, and such details as to method of execution as will insure coordinated action by the whole command. They are designed to bring about a course of action, in accordance with the intention of the leader, suited to the situation and to insure full cooperation between all units, arms, and services. The well written order is brief and to the point but contains all information and directions essential to the tactical operations of the arms.

b. *Letters of instruction*.—At the beginning of operations and from time to time thereafter, plans of the superior leaders, in-

cluding usually those of the War Department, GHQ, or a group of armies, are communicated in the form of letters of instruction. These letters regulate movements over large areas and for considerable periods of time. They deal with the broader phases of operations and are generally confined to stating the mission and prescribing the part each major unit is to play in its attainment.

c. Warning orders.—A warning order is a field order issued as a preliminary to an order which is to follow. It may take the form of a message or of a formal order and may be written or oral. The conditions involved in each situation determine whether a warning order is necessary or desirable, and its form. When it simply gives advance information in order to permit commanders to prepare to execute a subsequent order, it is given by means of an oral or written message to the commanders concerned. When it directs specific activity on the part of certain subordinate units, it is usually issued in the form of a field order.

d. Movement orders.—Movement orders are issued only by the corps and army, never by divisions or lower units. They direct movements of corps and army troops, especially such movements as are not involved directly in a combat mission. Occasionally they are used by the corps and army to direct the movement of divisions in back areas. They should be short and supplemented by movement or march tables.

e. Administrative orders.—Administrative orders are employed to cover the administrative details and the supply plans for operations. They outline the operations of the several technical, supply, and administrative services, coordinate their activities, and transmit to the command the commander's plan of administration. They are used when the instructions regarding such matters as supply, evacuation, traffic, trains, and other administrative matters are too voluminous to be embodied in paragraph 4 of the field order, or at other times when it becomes necessary to publish administrative instructions of this character to the command. They are usually issued only by divisions and higher units.

29. Formal field orders.—*a. Sequence.*—In order to enable the will of the commander to be understood promptly and unmistakably, to insure that all essential instructions are covered, and to facilitate reference, a standard sequence for all field orders

is prescribed. This sequence divides the field order into the following principal parts:

Heading.

Distribution of troops (in certain orders only).

Body.

Ending.

(1) The *heading* contains the title; the place, date, and hour of issue; the number of the order; and reference to the map or maps used.

(a) The title is the official designation of the command; as, 5th Division, VI Corps, Second Army. It may, where circumstances require, be shown by a code name.

(b) If the need for secrecy requires it, the place of issue is omitted.

(c) The date is written in sequence; day, month, and year.

(d) The hour given in the heading is the hour when the order is signed.

(e) Field orders of a command are numbered consecutively for the period of the war. If two or more are issued on the same day they are given separate numbers.

(f) The map reference designates the maps required, giving the scale and the names of sheets and the year of the edition (where necessary), in sufficient detail to identify the exact maps used in the preparation of the order.

(2) The *distribution of troops* shows the tactical components into which the command is divided (advance guard, main body, etc.) and the troops assigned to each. Its use is generally limited to march and outpost orders and to the first field order issued by a newly created command. When a distribution of troops is used, it is headed *TROOPS* and follows paragraph 2 of the order, without number, or is placed on the left of the body occupying about one-third of the page. The tactical components are marked with lettered subheads *a*, *b*, *c*, etc., the troops listed under each performing the task prescribed in the correspondingly marked subparagraphs of paragraph 3 of the order.

(3) The *body* of the field order contains information and instructions for the command and is divided into five paragraphs as follows, each containing one of the five essentials of every field order;

Paragraph 1. Information.

2. The decision and general plan.
3. Tactical instructions to subordinate units.
4. Administrative instructions.
5. Provisions for the maintenance of signal communication.

(a) *Paragraph 1* contains such information of the enemy and of friendly troops as subordinates should know in order that they may cooperate effectively in the performance of their assigned tasks. It is devoted exclusively to information and contains no part of the plan or instructions of the commander. It is usually divided into two lettered subparagraphs: *a*, information of the enemy; and *b*, information of friendly troops. The amount of information to be included must be carefully determined. If too verbose, important information is lost in a mass of unimportant detail, and if too brief, information essential for the effective action of subordinates may be omitted. A distinction should be made between information based on established fact and that which is based on conjecture.

(b) *Paragraph 2* contains the general plan of the commander or so much thereof as embodies his decision and general plan for the employment of the command as a whole to meet the immediate situation. The amount of detail given in this paragraph is sufficient to insure a clear comprehension on the part of subordinates as to what, in general, is to be accomplished by the force as a whole. It will include, when appropriate, certain details applicable to the command as a whole which are necessary to coordinate the action of subordinate units; e. g., the main objective, time of movement, line of departure, direction of movement, zone of action for the whole command, and the boundaries between subordinate units.

(c) *Paragraph 3* gives a definite task to each of the several combatant fractions of the command in order to carry out the main plan outlined in paragraph 2. These tasks are given under as many lettered subparagraphs, *a*, *b*, *c*, etc., as may be necessary to assign one subparagraph to each tactical unit to which instructions are given. The leading unit or the one having the most important duty to perform is usually considered first. The complete task of each subordinate unit with its zone of action or location and its scheme of maneuver or mission is embodied in its lettered subparagraph. The amount of detail to be given in this paragraph depends upon the situation.

The order should not trespass upon the province of the subordinate. *The general rule is that the commander of each subordinate unit should be told what he is to accomplish, but not how to do it.* A final subparagraph of paragraph 3, always lettered *x*, contains general instructions applicable to two or more elements of the command which do not properly belong elsewhere.

(d) *Paragraph 4* contains administrative instructions. In commands smaller than a division, this paragraph usually contains all necessary information or instructions pertaining to trains, ration and ammunition distributing points, refilling points, collecting and aid stations, or other administrative matters. In divisions and higher units, these instructions are usually so voluminous as to require the issuance of a separate administrative order. When an administrative order is issued, paragraph 4 of the field order is merely a reference to the administrative order, together with such special administrative details as affect immediately and directly the tactical dispositions of subordinate combat units.

(e) *Paragraph 5* contains instructions providing for the maintenance of signal communication. This requires that the following be included when appropriate:

1. Brief reference to the signal communication annex (if any) or to the index of signal operation instructions.
2. Axes of signal communication for the issuing commander's unit and for the principal next subordinate units.
3. Command posts of the issuing commander and of the principal next subordinate commanders.

(4) The *ending* contains the signature, authentication, a list of annexes, if any, and a statement showing the distribution given the order.

(a) Field orders are signed by the commander in person or by his principal staff assistant. Copies of the order are authenticated by the staff officer who is responsible for the preparation of the order.

(b) The statement showing the distribution is essential in order to insure that the order is distributed to every officer or unit directly concerned with its execution. This statement may be in detail on the order, or a reference made to a standard distribution list (e. g., "Distribution A") already adopted,

which shows in detail the distribution used. Each copy of a combat order is usually numbered, and a record is kept showing the specific copy numbers distributed to each officer or unit.

b. Method of issue.—(1) In active operations field orders frequently will be issued in fragmentary form as messages or oral orders, especially by commanders of smaller units; but however issued, the matter contained therein should, whenever possible, follow the sequence prescribed above.

(2) The field orders of divisions and higher units are almost invariably written. When conditions demand that oral orders be issued, written orders confirming those issued orally follow as soon as practicable. The field orders of brigades and regiments are usually written or dictated; those of lower units dictated or oral. (Par. 34.)

30. Annexes to field orders.—*a.* Annexes giving details are employed to amplify the field orders of divisions and higher units whenever the detailed instructions are too long to be included in the field order. Annexes to the same field order are numbered serially and reference is made to them in the proper paragraph of the order. Even when accompanied by annexes, the field order should contain within itself all information and instructions essential to the general coordination of the elements of the command. If an annex should be lost, subordinate commanders must know from the order itself the prescribed teamwork of the various arms.

b. Annexes, when necessary, are prepared by the appropriate staff officers or subordinate commanders and submitted to the commander for approval prior to issue. They are signed by the chief of staff and authenticated by the appropriate assistant chief of staff. The following are types of annexes that may be required:

- (1) Artillery.
- (2) Aviation (normally for armies and higher units only).
- (3) Machine gun.
- (4) Chemical.
- (5) Signal communication.
- (6) Organization of the ground.
- (7) Engineer.
- (8) Intelligence.
- (9) March tables.
- (10) Entraining tables.
- (11) Relief tables.

- (12) Situation maps.
- (13) Operation maps.
- (14) Intelligence maps.
- (15) Entrucking (detrucking) table.

31. Distribution of orders.—Field orders should be issued in time to give subordinate leaders an opportunity to study the situation and to issue their own instructions. The time required for an order to reach the lowest units charged with its execution depends not only on the size of the unit but also on several other factors, such as the length of the order, the efficiency of the various staffs, the dispersion of subordinate units, the availability of communication, state of the weather, and enemy activity. Careful consideration of these factors shows that it takes considerable time to prepare and distribute orders based on proper reconnaissance and sound estimates of the situation; however, in a moving situation the ideal is to have all orders anticipate the movement or progress of the troops. The infantry battalion commander should receive his order from his regimental commander at least 1 hour and 15 minutes before the time designated for the attack.

32. Technique of orders.—*a. Amount of detail.*—The amount of detail in an order depends upon the composition, size, and training of the force for which the orders are issued, the time available, and the situation. When the transmission of orders involves a considerable period of time during which the situation may change, detailed instructions are avoided. The same rule applies when orders may have to be carried out under unforeseen circumstances. In these cases it is better to give general directions, stressing the object to be attained but leaving to subordinate commanders the choice of the means to be employed. Orders attempting to arrange matters too far in advance may have to be recalled and others substituted, thereby causing needless hardships to the troops as well as injury to their morale. When the troops must be engaged quickly without detailed information or reconnaissance, general tasks are assigned subordinates, and detailed instructions are avoided. A combat order should not trespass upon the province of a subordinate.

b. Scheme of maneuver.—(1) All plans of offensive action include a definite scheme of maneuver. Schemes of maneuver contemplate a decisive blow made effective by teamwork, com-

binations of fire power, shock action, and the utilization of the terrain to the best advantage of all concerned.

(2) It is important that orders for combat convey a clear idea of the scheme of maneuver. This usually requires a statement not only of the movement to be made, but also a statement of the effect to be obtained as a result of the movement. While the giving of lines of departure, zones of action, and directions of attack, or even the locations of troops, indicates generally the scheme of maneuver, it does not necessarily express the effect intended; for example, the scheme of maneuver and effect intended might be expressed as follows: "The 1st Brigade will attack at 2:00 PM, enveloping the hostile right"; or "it will penetrate the hostile position and by flanking action to its right will assist, etc.," or "moving by the ravines A, B, C, etc., it will secure the high ground north of —, etc."

c. Zones of action.—Zones of action in movement or attack, sectors in a defensive situation, and boundaries between units are described in orders by specifying for each boundary prominent and easily distinguishable features from rear to front (or in retrograde movements from front to rear) and connecting them with dashes. Each terrain feature named must be definitely assigned to a particular unit. This is done in the case of zones of action or sector boundaries by placing the word exclusive or inclusive after the terrain features named, and in the case of boundaries between units by placing in parentheses after the terrain features named the designation of the unit to which they are assigned. For example:

Division zone of action:

East (or right) boundary: TWO TAVERNS—M. FINK—RJ at (361.4-755.7)—NEWCHESTER (all incl).

West (or left) boundary: WHITE RUN (excl)—GRANITE HILL (incl)—knoll at (359.8-757.5) (excl)—OAK GROVE S. H. (incl).

Boundary between brigades: LOW DUTCH ROAD (to 2d Brig)—GULDENS (to 1st Brig)—PINE CHURCH (to 1st Brig).

d. Details of time.—(1) Details of time should be carefully stated in orders, and for purposes of coordination subordinate officers and staff officers must be required to synchronize their watches with the official time kept at headquarters.

(2) Dates are stated by giving the day, month, and year (if necessary), thus: 4 February, 1923. In naming a night, both days should be mentioned, thus: Night 4/5 Feb. 23. To designate "noon" and "midnight" these words are written.

(3) When orders or plans are prepared for an operation that is to take place on a date and at an hour as yet undetermined or concerning which secrecy is essential, the expressions D day and H hour are used to indicate that the date and hour of the operations are to be announced in subsequent orders. For example, Field Orders No. 7 states, " * * * the division attacks on D day at H hour * * * ".

Subsequent orders state, " * * * reference FO No. 7, D day is 15 January; H hour is 5:30 AM * * *." It is then understood that the operation ordered by Field Orders No. 7 is to take place at 5:30 AM, 15 January. When the operations of any element of the command are to commence at some time prior or subsequent to D day or H hour, the time is indicated as D day (or H hour) plus (or minus) so many days (hours or minutes).

e. Details of place.—(1) Details of place should be stated in orders with great care and accuracy.

(2) Expressions depending upon the viewpoint of the observer, such as right, left, in front of, behind, on this side, beyond, etc., are avoided, reference being made to points of the compass instead. The terms right and left, however, may be applied to individuals or bodies of troops, to boundaries of zones or sectors, or to the banks of a stream; in the latter case, the observer is supposed to be facing downstream; in the other cases, he is facing to the front (direction of enemy).

(3) Geographical names are written or printed in capital letters. This minimizes the chance of error and makes the places mentioned stand out prominently in an order. When the spelling does not conform to the pronunciation, the latter is shown phonetically in parentheses, thus: BICESTER (Bister), GILA (Hela).

(4) When two or more places or features on the map have the same name, they should be distinguished by reference to prominent nearby points, or when maps are provided with grid lines, by giving the coordinates. This should be done whenever any doubt exists. The same rule applies to obscure places or features.

(5) A road is designated by its name as, the "BALTIMORE TURNPIKE," or by connecting two or more names of places on the road with dashes, thus: "the road: LEAVENWORTH-FRENCHMAN-KICKAPOO."

f. Designation of units.—The titles of armies are written in full as First Army; of corps in Roman numerals as, II Corps; of divisions and smaller units in Arabic numerals as, 3d Division, 4th Brigade, etc.

g. Legibility.—Written orders should be so distinct as to be legible even in a bad light. The recipient of the order may have only a candle or a flashlight by which to read it. Care should be taken to see that carbon or mimeographed copies are so distinct as to be easily read.

h. Choice of language.—(1) An order is faulty if it does not convey to the recipient the exact meaning and intention of the author. Vague and ambiguous orders indicate vacillation and the absence of definite decision on the part of a commander. Troops must be told, in terms that are direct and unmistakable, exactly what their leader wants them to do.

(2) Field orders must be brief, clear, and definite. The correct use of plain English is essential. Long involved sentences are seldom effective because they are confusing; short sentences are easily understood. Conjectures, expectations, reasons for measures adopted, and detailed instructions for a variety of possible events should be avoided because they weaken the force of an order and undermine confidence in the commander.

(3) As a rule, an affirmative form of expression is used. Such an order as, "The field train will not accompany the regiment," is defective because the gist of the order depends upon the single word "not." A better form is, "The field train will remain at LEAVENWORTH." No doubt arises in the latter case.

(4) The term "holding attack" is never used as the vigor of an attack might be lessened if the unit knew it was "holding" only. Such expressions as "attempt to capture," "try to hold," "as far as possible," "as well as you can," etc., should be avoided. They tend to divide responsibility between the commander and his subordinates, which is incompatible with command.

i. Use of abbreviations.—Only authorized abbreviations are used in combat orders, and if there is any possibility of their

being misunderstood, the words should be spelled out in full. As a rule, abbreviations, except AM, PM, No, RJ, CR, and BM, are used only in messages or orders written by hand or in the heading, ending, or distribution of troops in typed orders. A list of authorized abbreviations and brief information relative to their use are given in Section III of this chapter.

33. Definition of military expressions.—*a.* The expression "advance on" or "march on" is used when doubt exists as to whether the unit will reach the destination mentioned or when two or more days' marching is necessary. On the other hand, the expression "advance to" or "march to" is used when it is reasonably certain the destination will be reached.

b. The terms "right flank" and "left flank" are fixed designations. They apply primarily to the right and left of a command when facing the enemy and *do not change* when the command is retreating. The "head" of a column is its leading element, no matter in what direction the column is facing; the other extremity is the "tail."

c. The term "front" always indicates the direction of the enemy, and "rear" the direction away from the enemy.

d. The expression "will clear" means that all elements of the designated organization shall have passed the indicated place. Thus, "The column will clear crossroads 573 by 7:00 AM," means that the tail of the column shall have passed the designated point by the hour indicated. When speaking of the head of the column, "will reach" or "will pass" are used instead of "will clear."

e. The word "precede" means that the leading element regulates its march on a rear element; thus, "The advance guard will precede the main body at 500 yards," means that the main body regulates the march.

f. The word "follow" means that a rear element regulates on an element in front; thus, "The main body will follow the advance guard at 500 yards," means that the advance guard regulates the rate of march.

g. The words "attached to" mean that the unit to which they refer actually comes under the direct orders of the commander of the unit to which attached. For example, "The 1st Field Artillery is attached to the 1st Brigade" means that the artillery regiment is detached temporarily from the tactical control of the artillery brigade commander and comes directly under the orders of the commander of the infantry brigade.

h. The words "will support" or "supported by" mean that the unit affording the support does not come under the direct orders of the commander of the unit supported. Thus, "The 1st Field Artillery will be in direct support of the 1st Brigade" shows the infantry commander to what unit he is to look for artillery support but does not give him any command or control over such artillery.

i. To "screen" conveys the idea of preventing hostile observation of the strength, dispositions, and movements of a command, usually by a detachment therefrom.

j. To "cover" conveys not only the idea of screening and concealing but also of insuring the security of another force or locality.

k. To "secure" means gaining possession of a position or terrain feature with or without force and making such dispositions as will tend to avert any danger of its destruction, obstruction, or loss.

l. To "hold" means to retain possession by force of a position or terrain feature.

m. "To seize" means to gain physical possession of some objective such as a hill, town, or other locality.

n. The "line of departure" is a line designated to coordinate the advance of the combat units before they enter the zone of effective hostile small-arms fire.

o. An "initial point" is a place at which the various subdivisions of a command are required to arrive at the proper time to join a marching column.

34. Dictated and oral orders.—*a. Form.*—The reasons heretofore given for adherence to the prescribed sequence and form in written field orders apply even more strongly to orders which are dictated or given orally. Training the mind to follow a logical and systematic method of dealing with the situation is highly important. The written order, before issue, can be corrected, modified, added to, or otherwise changed. This can be done also with dictated or oral orders, but the moment the commander starts to change his dictated or oral orders he opens the door for confusion and misunderstanding, to say nothing of the lack of confidence in him as a commander that is engendered by his apparent indecision and vagueness.

b. Technique.—(1) The formulation of an order which is to be dictated or given orally is a more delicate task than is the

case with a written order and requires more practice. No matter what the size of the unit for which issued, dictated and oral orders should follow the prescribed form. The smaller the unit, the more this is necessary in order to prevent the omission of essential details. Care and exactitude in the choice of language are also requisites. Before dictating an order or giving one orally, the commander must have his plan thoroughly crystallized, must know exactly what he is going to say, and the exact language he is going to use. When he has the time, he should block out on paper the various headings and paragraphs of the order, noting the troops to be included in each, and the instructions to be given to each unit. When time does not permit this blocking out on paper, the order should be completely arranged in his mind before he starts to give it; that is, the decision must be made, and the means for carrying that decision into effect must be determined upon before any start is made to issue the order.

(2) Dictated orders are recorded by those who take the dictation. When an order is issued orally, a record of its provisions and terms is made by the commander issuing it and by the subordinates receiving it for inclusion in the journals of their respective units. When important orders are issued orally by a headquarters which customarily issues written field orders, it furnishes to the subordinates receiving the oral orders a copy of the record which it makes for inclusion in its own journal.

35. Administrative orders.—*a. By whom prepared.*—The administrative order is prepared by the G-4 section of the general staff. The parts of the order pertaining to the first section are coordinated by G-1, and transmitted to G-4 for incorporation in the order. G-3 is consulted freely in order that there may be complete accord between the tactical and the administrative plans. The administrative order may be amended from time to time by published changes, or a new order may be issued. Administrative orders are issued by armies, corps, divisions, and smaller independent commands.

b. Basis.—(1) Fundamentally, administrative orders are based on—

- (a) The plan for the employment of the unit concerned.
- (b) The administrative plans of higher headquarters.

(2) To formulate a suitable administrative order, a thorough understanding of the tactical plan is essential. To this end,

the officers charged with its preparation must have the entire confidence of the commander and must consult frequently and cooperate constantly with the various staff sections.

(3) In general, the administrative order of the corps or of the division is based upon an army administrative order. The administrative order of the corps is primarily for the use of the corps troops. The division habitually receives direct a copy of all army administrative orders. There is but little in a division order that is based on the corps order, except when the corps has taken over certain phases of supply which are normal to the army, as when the corps is acting independently or is pushed so far to the front that normal supply from army depots is suspended.

c. How and when issued.—The administrative order does not always accompany a field order. It may be a complete order or a note or message giving changes in existing plans. When circumstances require that administrative orders be issued orally they should follow the sequence shown in the form for an administrative order on page 101.

d. Scope.—In general, the administrative order of a division gives the location of railheads; supply establishments; refilling and distributing points for rations, ammunition, and other supplies; hospitals and collecting stations for men; collecting stations for sick and wounded animals; instructions for evacuation of sick and wounded men and animals; instructions for maintenance of roads and for the circulation and restriction of traffic thereon; instructions for salvage and burial; military police; prisoners of war; and the trains. When a division is inexperienced, it may be necessary to include in an administrative order many details which otherwise might not appear. Such details include instructions with reference to replenishing reserve rations, traffic control, police arrangements, disposition of surplus baggage, use of extra trucks, movement of special units, size of quartering parties, and the posting of signs. In a well-trained and experienced division it is apparent that many of the foregoing details may be omitted as they will have become routine through training and through incorporation in standing orders. Detailed instructions to a service of interest to that service alone should be given in the form of a memorandum to the chief of the service concerned and should not be included in the administrative order.

e. References to previous orders.—When there is no change in a portion of an existing plan, an administrative order may refer to a previous order or a subparagraph of the MISCELLANEOUS paragraph may state, "Other administrative details, no change."

f. Delayed orders.—The administrative order usually is prepared in time to accompany a field order. It may be delayed. When it is known that the administrative order will be issued later, certain information contained therein may be given out orally or by memorandum to subordinate commanders and chiefs of services or included in the field order, in order that those officers may not be delayed in the preparation of their own orders. This is particularly true in a meeting engagement when time is limited. By furnishing the brigade commanders with the location of the ammunition distributing points and the collecting station, these officers need not wait for the arrival of the formal administrative order before getting out their own orders.

g. Time required to issue and distribute.—From two to three hours is required to prepare a complete formal administrative order for a division after the tactical plan is known. The usual distribution requires one hour. Hence, an administrative order requires for its preparation and distribution between three and four hours.

h. Signature, authentication, and distribution.—The ending contains the signature and authentication of the order, list of annexes, and a statement of the distribution. The order is signed by the chief of staff and is made official by the assistant chief of staff, G-4. It is important that no agency or officer to whom special instructions have been given in the administrative order is overlooked in its distribution. This is apt to occur unless the order is carefully checked against the distribution list. The order is distributed through the message center, as in the case of the field order.

i. Annexes.—(1) The administrative order may be complete within itself, or, whenever it is necessary to publish details too voluminous for inclusion in the order, any paragraph or subparagraph may be amplified by an annex, such as—

- (a) Administrative map.
- (b) Circulation map.
- (c) Quartermaster plan.
- (d) Ammunition plan.

- (e) Engineer plan (other than tactical).
- (f) Medical plan.
- (g) Ordnance plan.
- (h) Signal plan (other than tactical).
- (i) Aviation (or air force) plan (other than tactical).
- (j) Railhead plan.

(2) Corps and division administrative orders rarely are accompanied by (c), (g), (h), and (i).

(3) These annexes are listed at the foot of the order and are referred to in the proper paragraphs.

36. Use of maps with combat orders.—*a.* The preparation of a combat order, except for very small units, will often consist of planning the operation on a map as far as it is practicable to picture the contemplated operations without confusing the map and then writing the order or delivering it orally with a view to supplementing and amplifying the instruction on the map to the extent necessary to insure clarity, essential cooperation, and teamwork. In such cases, the map or a sketch or overlay giving a graphical picture of the plan should be reproduced and issued with the order, and referred to in the appropriate paragraphs. The written or oral order need not repeat information that is shown on the accompanying or issued map sketch or overlay, except in so far as repetition is necessary to insure clarity and the essential cooperation and teamwork of all elements of the command. Maps are especially useful in field orders and administrative orders and if used properly will greatly increase the clarity of orders while at the same time greatly reducing their length and verbiage.

b. Maps so used with field orders to present a graphical picture of operations are known as "operations maps" and those used with administrative orders to present a graphical picture of administrative features are known as "administrative maps," each being issued as an annex to the order to which it pertains.

SECTION II

FORMS

37. General.—In general, the forms outlined in this section are based on the division, but with the necessary modifications they are suitable for any unit. The amount of detail to be incorporated in any order or form depends upon the situation

and somewhat upon the time available. The forms do not cover all situations, nor can every item shown be applied to every situation. In making use of the forms, the units involved, the time available, and the particular situation must be kept in mind, and the details should be incorporated, selected, and modified accordingly. For forms of orders, etc., pertaining to a particular arm, see the field manual for that arm.

38. Forms for estimate of the situation and combat orders.

A form for an

ESTIMATE OF THE SITUATION ¹

1. MISSION.—State the mission assigned by higher authority or deduced from the instructions from that source.

2. OPPOSING FORCES.

In the subparagraphs under this heading should appear a consideration of the factors affecting the combat strength of the opposing forces and a comparison from which is deduced the relative combat strength.

a. Enemy forces.—Consider the disposition, the numerical strength, combat efficiency (physical condition, morale, training), and composition of the forces of the enemy; the material means, including supply and equipment, at his disposal; and the assistance to be expected from neighboring troops.

b. Own forces.—Consider with respect to your forces the factors corresponding to those considered under *a*.

c. Relative combat strength.—Compare the considerations in *a* and *b* and deduce the relative combat strength of the forces that are likely to be in opposition in your attempt to execute the mission stated in paragraph 1.

3. ENEMY SITUATION.

In the subparagraphs under this heading should appear a full consideration of the enemy's probable mission and plans open to the enemy as they may be deduced from his dispositions relative to yours, from his relative combat strength, and from his probable knowledge of your situation and intentions. A deduction of his probable intentions also is made for use in the consideration of plans open to you.

a. Plans open to the enemy.—State, in general terms only, the plans regarded as open to the enemy deduced as indicated in the introduction to paragraph 3.

b. Analyses of the enemy's plans.—With respect to each plan open to the enemy, determine its practicability and

¹ Much of the data in an estimate of the situation can be shown advantageously on a map, overlay, or sketch and without repetition in the estimate. The graphical presentation of these data should clarify and shorten the estimate and should materially assist the commander in acting on estimates submitted for his approval.

weigh its advantages and disadvantages as viewed by him. Factors which may be considered are relative combat strength of the opposing forces; time required to effect the necessary changes in disposition of his troops to accomplish the plan and, on the part of his opponent, to make troop dispositions to oppose it; influence of the weather; influence of the terrain; influence of the routes of communication on troop movement, evacuation, and supply.

- c. *Enemy's probable intentions.*—Select from the plans open to the enemy that one which he will probably adopt and state the considerations which govern the selection made. Factors which should be considered in making the selection are the practicability of the plan, the preponderance of its advantages over its disadvantages to the enemy, the present attitude and past actions of the enemy, the characteristics of the enemy's commander so far as known, and the probable knowledge possessed by the enemy of his opponent's (your) strength, situation, and intentions.

4. OWN SITUATION.

In the subparagraphs under this heading should appear a full consideration of the plans considered as open to you in view of your mission, the existing tactical situation, and of your strength and dispositions as compared with those of the enemy.

- a. *Plans open to you.*—State, in general terms only, the plans considered as open to you, deduced as indicated in the introduction to paragraph 4.
- b. *Analyses of plans open to you.*—With respect to each plan open to you, determine its practicability and weigh its advantages and disadvantages from your point of view. Factors which may be considered are generally of the same nature as those indicated in paragraph 3 b.
5. **DECISION.**—State, in general terms only, so much of the intention of the commander as applies to the command as a whole. The decision is reached as a result of the analyses and the comparisons of all of the elements of the estimate made above. The decision is brief and contains the following vital elements: What is to be accomplished and when, where, how and why it is to be accomplished.

A form of order for an
ADVANCE IN ONE COLUMN¹

Title
Place
Date and hour

FIELD ORDERS }
No — }

Maps :

1. Information of the enemy and friendly troops.
2. Decision of commander—generally to advance to or on a designated locality, mission, route. Reference may be made to march tables annexed.

*TROOPS*²

a. Cavalry:

Commander.³

Troops.⁴

b. Advance guard:

Commander.³

Troops.

¹ Usually preceded by a warning order announcing hour at which the command will be ready to move, routes, troops to move first, instructions for outpost troops, and advance administration details, if any.

² The "distribution of troops" may be placed either in paragraph 2, or on the left of the body of the order, occupying generally about one-third of the page, as shown in the succeeding form.

³ When this grouping consists of but one specific tactical organization, the name of the commander may be omitted unless special reasons exist for naming him.

⁴ When field or service trains march with any of the groupings of the distribution they will be shown. When not shown it is assumed that they are otherwise disposed of in an administrative order. When combat trains are excluded from any unit, that fact will be shown.

c. *Main body*—in order of march:

Commander.⁵

Troops.

d. *Right (left) flank guard* (if any):

Commander.³

Troops.

e. *Rear guard* (if any):

Commander.³

Troops.

3. a. Instructions for cavalry—place and time of departure, roads or country to be covered, special missions, reconnaissance, special reports desired.
 - b. Instructions for advance guard—place and time of departure, or distance at which it is to precede main body, route, special missions.
 - c. Instructions for main body—place and time of departure or distance at which it is to follow advance guard.
 - d. Instructions for flank guard—place and time of departure, route, special missions, reconnaissance.
 - e. Instructions for aviation—reconnaissance, liaison, especially with Cavalry, selection of landing fields⁶ and time of moving thereto, instructions for balloon squadron if march is to be made with balloon inflated.
 - f. Instructions for the antiaircraft artillery with the command—general missions and special antiaircraft protection to be given during the advance.
 - g. Instructions for outpost—when relieved, subsequent duties. Other instructions applicable to whole command including antiaircraft protection, and special instructions for liaison.
4. When an administrative order is issued, refer to it by number. When one is not issued, give such instructions for supply, evacuation, traffic, trains, and personnel as are necessary in each case.

³ When this grouping consists of but one specific tactical organization, the name of the commander may be omitted unless special reasons exist for naming him.

⁵ When a commander is designated for the main body, which is unusual, his name is inserted here.

⁶ The term "landing fields" in the forms in this paragraph includes airdrome landing field or advanced landing field.

5. *a.* Signal communication—refer to annex when necessary.
b. Axes of signal communication—when necessary, otherwise omit.
c. Command posts—give successive locations and hours to be occupied when advance is by bounds, otherwise the location of commander in column or place to which messages are to be sent.

(Signature)

(Authentication)

Annexes:⁷

Distribution:

⁷ Much of the information given in combat orders can be shown advantageously on maps, sketches, or overlays issued as annexes to the orders. See paragraphs 30 and 36.

A form of order for an
ADVANCE IN MORE THAN ONE COLUMN¹

Title
Place
Date and hour

FIELD ORDERS }
No — }

Maps :

*TROOPS*²

a. Cavalry:
Commander.
Troops.

*b. Right column*³:
Commander.
Troops.

*c. Left column*³:
Commander.
Troops.

1. Information of the enemy and of friendly troops.
2. Decision of commander—generally to advance on or to a designated place or locality, mission, zone of advance when restriction is necessary. Reference may be made to march tables annexed.
3. *a.* Instructions for Cavalry—time and place of departure, roads or country to be covered, special missions, zone of action when restriction is necessary (usually same as for unit, especially when cavalry is employed on counterreconnaissance).

¹ Usually preceded by a warning order announcing hour at which command will be ready to move, routes, troops to move first and instructions for outpost troops.

² The "distribution of troops" may be omitted and the composition of each column given in the appropriate subparagraphs of paragraph 3, or the "distribution of troops" may be given in paragraph 2, as shown in the preceding form. When field or service trains march with any of the groupings of the distribution, they will be shown. When not shown it is assumed that they are otherwise disposed of in an administrative order. When combat trains are excluded from any unit, that fact will be shown.

³ When a unit marches in more than one column, each column ordinarily is preceded by an advance guard detailed by and directly responsible to the column commander.

- d. Center column*³:
Commander.
Troops.
- b. Instructions for right column*—time and place of departure, special missions, contact with adjoining units, security measures, route or routes within zone of action of the command, zone of action for the column when restriction is necessary.

c. Instructions for left column—same as under *b.*

d. Instructions for center column—same as under *b.*

When center column is used as reserve, or when it follows in rear of other columns, usually all that is necessary is to prescribe route, time, and place of departure or distance at which it is to follow.

When the superior commander retains command, give order of march.

- e. Instruction for aviation*—reconnaissance, liaison, especially with cavalry, selection of landing fields⁴ and time of moving thereto, instructions for balloon squadron if march is to be made with balloon inflated.
- f. Instructions for the antiaircraft artillery with the command*—general missions and special antiaircraft protection to be given during the advance.
- g. Instructions applicable to whole command.* May include general instructions as to contact, security, and antiaircraft protection, coordination of various columns, and special instructions as to liaison, etc.
4. When an administrative order is issued, refer to it by number. When one is not issued, give such instructions for supply, evacuation, traffic, trains, and personnel as are necessary in each case.
5. *a. Signal communication*—refer to annex when necessary.
- b. Axes of signal communication*—give, when necessary, axis of unit and axis of each column.
- c. Command posts*—give initial and subsequent command posts of unit and time of opening at each. When de-

³ When a unit marches in more than one column, each column ordinarily is preceded by an advance guard detailed by and directly responsible to the column commander.

⁴ The term "landing fields" in the forms in this paragraph includes airdrome, landing field, or advanced landing field.

sired, command posts and time of opening at each are prescribed for each column. They may be prescribed as *en route*.

(Signature)

(Authentication)

Annexes: ⁵

Distribution:

⁵ Much of the information given in combat orders can be shown advantageously on maps, sketches, or overlays issued as annexes to the orders. See paragraphs 30 and 36.

A form of order for an
ADVANCE GUARD

Title
Place
Date and hour

FIELD ORDERS }
No — }

Maps :

1. Information of the enemy and of friendly troops, including destination or direction of march of main body.
2. Mission as given by higher authority—generally a statement that the command forms the advance guard of the larger designated unit.

*TROOPS*¹

a. Cavalry:

Commander.
Troops.

b. Support:

Commander.
Troops.

c. Flank detachments (if any) :

Commander.
Troops.

d. Reserve—in order of march.

3. *a.* Instructions for cavalry—place and time of departure, roads or country to be covered, special missions.
- b.* Instructions for support—place and time of departure, route, reconnaissance, special missions.
- c.* Instructions for reserve—distance at which it is to follow support, reconnaissance.

¹ In small commands this column may be omitted, the "distribution of troops" being covered in the subparagraphs of paragraph 3.

- w.* Instructions applicable to the whole command which do not belong in another subparagraph, including antiaircraft protection and special instructions as to liaison, etc.
- 4. Instructions covering such administrative details as affect troops of the advance guard only.
- 5. Position of commander—place to which messages are to be sent.

(Signature)

(Authentication)

Annexes:²

Distribution:

² Much of the information given in combat orders can be shown advantageously on maps, sketches, or overlays issued as annexes to the orders. See paragraphs 30 and 36.

A form of order for an

ATTACK

Title
Place
Date and hour

FIELD ORDERS }
No — }

Maps :

1. Information of the enemy—strength, composition, position with its organization (lines, etc.), or changes in enemy's situation. Refer to *G-2 Situation Map* or *G-2 Report*, if issued, for details. Information of friendly troops, such as—position of advance units or covering troops, troops within supporting distance with mission (as units on right and left), plan of higher unit, artillery or aviation support of higher unit.
2. Decision of commander—designate attached units, give mission or objective, scheme of maneuver (whether envelopment, penetration, etc.), general formation, time of attack, line of departure (when entire command begins its attack from same line, otherwise give line for each unit in appropriate subparagraph of paragraph 3), direction of attack, rate of advance when a rolling barrage is used, zone of action, boundary between units.
- 3.¹*a*. Instructions for infantry (a separate lettered subparagraph is assigned to each infantry unit to which instructions are given)—give mission, scheme of maneuver, time of attack (when different from that given in paragraph 2), line of departure (when not given in paragraph 2), direction of attack, zone of action (when not indicated

¹ Subparagraphs of paragraph 3 should each account for the entire unit concerned.

- in paragraph 2). Assistance to be given neighboring units, special instructions as to liaison, flank protection, routes of advance, and assembly positions when necessary.
- b.* Instructions for artillery—general tactical mission; subdivision into direct and general support groupings; scheme of fire for artillery in general support; instructions concerning fire prior to preparation, during preparation (including time allotted), during attack; use of gas and smoke; instructions as to movement into position and forward displacement. Refer to artillery annex for further details when annex is issued.
 - c.* Instructions for cavalry—position, reconnaissance, special missions, as flank protection, in reserve, or preparation for pursuit.
 - d.* Instructions for aviation—reconnaissance, combat and special missions, balloon observation and surveillance.
 - e.* Instructions for tanks—generally attached to assaulting units.
 - f.* Instructions for reserve—composition, position, special missions, as flank protection, support of assault by fire where possible.
 - g.* Tactical instructions for engineers—assignments, special missions.
 - h.* Tactical instructions for attached troops of Chemical Warfare Service—positions, routes, special missions, coordination with other troops, attachments, etc.
 - x.* Instructions applicable to the whole command which do not belong in another subparagraph; as, action of security detachments during deployment, instructions as to reconnaissance, secrecy, antiaircraft protection, special instructions as to liaison, relief of units prior to attack, priority on roads, hour at which movements will be completed, etc.
4. When an administrative order is issued, refer to it by number. When one is not issued, give such instructions regarding supply, evacuation, traffic, trains, and personnel as may be necessary.
 5. *a.* Signal communication—refer to annex when necessary.
b. Axes of signal communication—give axis of unit and of next lower units.

- c. Command post—give location of command post of unit and of next lower units.

(Signature)²

(Authentication)

Annexes:³

Distribution:

² It is not always possible to issue a complete attack order like the above, disposing of an entire command. In meeting engagements, for instance, orders will be fragmentary and must be given as the situation develops.

³ Much of the information given in combat orders can be shown advantageously on maps, sketches, or overlays issued as annexes to the orders. See paragraphs 30 and 36.

A form of order for an
ATTACK AGAINST A RIVER LINE

Title
Place
Date and hour

FIELD ORDERS }
No — }

Maps:

1. *a.* Information of enemy—positions, organization, location of machine guns, reserves, artillery, with strength when known. Enemy intentions or morale, etc. Refer to *G-2 Situation Map* or *G-2 Report*, if issued, for details.
- b.* Friendly troops—mission of higher organizations; units on flank with their missions; support by artillery, aviation, and other auxiliary arms of higher units.
2. Decision of commander—usually to cross and establish bridgehead along a designated line at a specified time, and to attack the enemy's positions, giving objective, scheme of maneuver, time of attack, line of departure, direction of attack, zone of action of the command, boundary between subordinate units, rate of advance, reference to crossing tables, when necessary.
3. *a.* Subparagraph for each infantry unit to which instructions are given—time and manner of crossing of covering troops;¹ location and limits of bridgeheads to be established, time and method of crossing of main body, mission (usually to attack or advance), objective, time of

¹ When the bridgehead is established by a special unit, use a separate lettered subparagraph to give instructions for bridgehead troops, giving time and place of assembly, manner and time of crossing, limit of bridgehead to be established, mission to cover crossing of specific units and subsequent mission.

attack, scheme of maneuver, line of departure, direction of attack, zone of action, assistance to be given to neighboring units, special instructions as to liaison, flank protection.

- b. Instructions for artillery—mission (in general terms), general locations, assignment to support bridgehead troops and assault units, organization into groupments if any, directions (missions or targets, manner of support) for fire during crossing of covering troops and of main body, preparation for attack (including time allotted) and support during the attack, special directions as to use of gas and smoke, allowance of ammunition, general instructions as to forward displacement, instructions regarding any attached artillery. (Refer to annex when one is issued.)
- c. Instructions for any attached antiaircraft artillery, including special instructions for protection of the crossings.
- d. Tactical instructions for engineers—attachment to subordinate units when necessary; instructions for ferriage of troops, if contemplated; number, location, kind, and time of completion of all bridges which are to be constructed. (Refer to annex when one is issued.)
- e. Instructions for aviation reconnaissance, combat, and special missions; balloon observation and surveillance; when necessary, amplify by annex.
- f. Instructions for cavalry—time and manner of crossing, missions, reconnaissance, flank protection.
- g. Instructions for reserve—time of crossing, fire missions to support crossings.
- h. Tactical instructions for attached troops of Chemical Warfare Service—positions, routes, special missions, coordination with other troops, attachments, etc.
- i. Instructions applicable to the whole command which do not belong in another subparagraph—reconnaissance (refer to Intelligence Annex, when necessary)—priority schedule of crossing, when necessary, stating under whose direction the crossing of bridges is made (usually engineers); precautions as to secrecy; antiaircraft defense; connection between units; conduct upon reaching objective; probable subsequent missions; priority on roads; hour of the beginning of the artillery preparation and its length.

4. When an administrative order is issued, refer to it by number; when not issued, give such instructions as to supply, evacuation, trains, traffic, and personnel as may be necessary.
5. *a.* Signal communication—refer to annex.
 - b.* Axes of signal communication—give axis of unit and of next lower units.
 - c.* Command posts—give location of command posts of unit and of next lower units.

(Signature)

(Authentication)

Annexes: ²

Distribution:

² Much of the information given in combat orders can be shown advantageously on maps, sketches, or overlays issued as annexes to the orders. See paragraphs 30 and 36.

A form of order for a
FORCED LANDING ON HOSTILE SHORES

Title
Place
Date and hour

FIELD ORDERS }
No — }

Maps :

1. *a.* Information of the enemy (usually reference to G-2 reports and studies issued independently of the order).
- b.* Statement of general plan of the expedition and missions of higher units—cooperation by other friendly forces including Navy.
- c.* Support by the Navy and by the aviation and other auxiliary arms of higher units.
2. Mission as given by higher authority—usually to land in accordance with the provisions of Annex No. ———, Debarkation Table (prepared by the Navy), at a specified place at H hour on D day and establish a beachhead along a designated line and to attack the enemy's positions at H plus a specified number of hours, giving attack mission or objective, scheme of maneuver, line of departure, direction of attack, zone of action, rate of advance. For designation, location, marking of landing beaches and organization and duties of beach (Navy) and shore (Army) parties, see Annex No. ———, Organization of Landing Beaches. For details for the attack see Annex No. ———, Operations Map.

TROOPS

- a. Group A:*
Commander.
Troops.
- b. Group B:*
Commander.
Troops.
- c. Reserves:*
Commander.
Troops.

3. *a.* Subparagraph for each unit or group to which instructions are given—place of landing, location, and limits of beachhead to be established, objective, time of attack, scheme of maneuver, line of departure, direction of attack, zone of action, assistance to be given neighboring units, special instructions as to liaison with other landing points, flank protection.
 - b.* Instructions for artillery if its landing is to be covered by this order—place of landing, positions and missions after landing, provision for artillery liaison with the Navy.
 - c.* Instructions for any antiaircraft artillery with the command, including fire from ships—place of landing, positions, missions, liaison with antiaircraft artillery of the Navy.
 - d.* Instructions for aviation if it is to operate under this order—reconnaissance, combat and special missions, provision for liaison with the Navy aviation. When necessary amplify by annex.
 - e.* Tactical instructions for engineers—details attached to subordinate units, place of landing of remainder, special work in clearing beaches, demolition of obstacles, improvement and construction of landings and bridges.
 - f.* Instructions for signal troops—place of landing, positions and missions after landing.
 - g.* Instructions for reserves—place of landing, positions and missions after landing.
 - x.* Instructions applicable to the whole command which do not belong in another subparagraph—general conduct of landing, organization of beachhead, general plan of defense of beachhead, use of gas and smoke by troops on shore, antiaircraft protection and special instructions as to liaison, etc.
4. Refer to administrative order by number.
 5. *a.* Signal communication—refer to annex.
 - b.* Axes of signal communication—give naval axes from ships to shore, and shore axis of unit and of next lower units.
 - c.* Command posts—give location of command posts of unit and of next lower units on shipboard and on shore, if they are to be landed under the order, and time of establishing on shore (usually not later than a specified hour).

- x. General instructions regarding liaison with naval commanders and designation of ships controlling naval support of the unit.

(Signature)

(Authentication)

Annexes:¹

Distribution:

¹ Much of the information given in combat orders can be shown advantageously on maps, sketches, or overlays issued as annexes to the orders. See paragraphs 30 and 36.

**A form of order for a
DELAYING ACTION ¹**

Title
Place
Date and hour

FIELD ORDERS }
No — }

Maps :

1. Information of enemy and of friendly troops.
2. *a.* Decision of commander—to delay advance of enemy by holding in single position or in successive positions, direction of withdrawal or zone of action.
b. Location of delaying positions.
c. Formation and boundary between units, when necessary.
3. *a.* Instructions for infantry (give separate lettered subparagraphs for each infantry unit considered)—zones of action (when not indicated in paragraph 2), time of withdrawal, positions to be occupied, routes available, flank protection, assistance to be given adjacent units, reconnaissance.
b. Instructions for artillery—general tactical mission; subdivision into direct and general support groupings; instructions concerning fire during the occupation of the position and the delaying action; special instructions as to use of gas or smoke; routes for moving into position; general instructions as to rearward displacement; instructions regarding any artillery attached to infantry units.
c. Instructions for any attached antiaircraft artillery.
d. Instructions for cavalry—reconnaissance, contact with enemy, special delaying missions.

¹ When a delaying action takes place on a single position, the form follows closely the form for the defensive.

- e.* Instructions for aviation—reconnaissance, combat and special missions, balloon observation and surveillance.
 - f.* Instructions for reserve—composition, location, time of starting and routes available.
 - g.* Instructions for tanks—time of starting, route, location, attachment to units.
 - h.* Tactical instructions for engineers—units to be attached to infantry units, special work in connection with defensive organization, and routes of withdrawal.
 - i.* Tactical instructions for attached troops of Chemical Warfare Service—positions, routes, special missions, coordination with other troops, attachments, etc.
 - x.* Instructions applicable to the whole command which do not belong in another subparagraph—security; secrecy; outpost, when relieved, manner of withdrawal; use of local covering detachments; demolitions; priority on roads; antiaircraft protection, and special instructions as to liaison; special reports from units as to locations and movements.
- 4. When an administrative order is issued, refer to it by number. When one is not issued, give such administrative instructions as may be necessary.
 - 5. *a.* Axes of signal communication—give axis of unit and of next lower unit.
 - b.* Command posts—give location of command post of unit and of next lower units for first position.

(Signature)

(Authentication)

Annexes:²

Distribution:

² Much of the information given in combat orders can be shown advantageously on maps, sketches, or overlays issued as annexes to the orders. See paragraphs 30 and 36.

A form of order for a
DEFENSE OF A RIVER LINE¹

Title
Place
Date and hour

FIELD ORDERS }
No — }

Maps :

1. Information of the enemy and of friendly troops.
2. *a.* Decision of the commander—whether to make the main defense on or near the river line, or to hold the river line lightly, with the bulk of the division in rear of an organized position back from the river line, in readiness to intervene when the enemy's main crossing has been determined.
 - b.* Section of the river line to be defended and location of the battle position.
 - c.* Formation including boundary between units, when necessary.
3. *a.* Instructions for infantry—(a separate lettered subparagraph for each unit to which instructions are given) including attached engineers and artillery; conduct of the outpost; crossing fronts to be especially observed; tactical localities to be organized in the outpost and on the battle position.

¹ The conditions and the situation for the defense of a river line or a sector of the coast line will vary greatly and this form should be used only as a most general guide in preparing the order for a defense that is adapted to the conditions existing in an actual or assumed situation. Initial orders for defense of a river line or coast line have many of the characteristics of an order for a "Position in readiness" and the form for such an order, page 82, may in some situations form a better guide for the order than the above form.

- b. Instructions for artillery—attachment to infantry units, assignments in direct and general support, locations in which artillery will be held in readiness; points of probable crossings which the artillery will be prepared to cover by fire.
- c. Instructions for any attached antiaircraft artillery including protection to be provided for general reserve in movement to counterattack.
- d. Instructions for aviation—location of landing fields; line to which reconnaissance will be made; information especially desired, such as hostile movements toward probable crossing places; initial ascension points for balloons and missions of general observation and surveillance, including observation for the artillery.
- e. Instructions for cavalry—location and reconnaissance.
- f. Instructions for engineers.
 - (1) Attachments to infantry units for organization of the ground.
 - (2) Special work in connection with the defense, demolitions, and obstacles.
- g. Instructions for reserves (including tanks usually held in reserve)—composition, location, and degree of readiness; plans for counterattacks.
- h. Instructions for any other troops not otherwise covered, particularly for chemical troops and for the quartermaster regiment for rapid movement of reserve infantry units.
- x. Instructions applicable to the whole command.
 - (1) Measures for secrecy.
 - (2) General instructions for the conduct of the defense and line to be held by sector troops to limit hostile advance pending launching of counterattacks.
 - (3) Special instructions relative to the organization of the ground, priority of work. (Refer to annex if one is used.)
 - (4) Assistance to be given sector troops by reserve or other troops in the organization of the ground.
 - (5) Special instructions for liaison and for antiaircraft protection.

4. Refer to administrative order by number.
5. *a.* Signal communication—refer to annex when necessary.
b. Command posts—of unit and next lower unit.

(Signature)

(Authentication)

Annexes: ²

Distribution:

² Much of the information given in combat orders can be shown advantageously on maps, sketches, or overlays issued as annexes to the orders. See paragraphs 30 and 36.

**A form of order for a
DEFENSE OF A COAST LINE¹
(Division sector)**

(The defense of a coast line is a special defensive operation. There are two methods of defense of a coast line: (1) The defense at the beach line or cordon system which has many of the characteristics of the passive defense. (2) The defense back from the beach line which is best accomplished by a mobile defense which has many of the characteristics of the active defense.

The form of order used for defense at the beach line is similar to that given for zone defense. The following form is appropriate for defense back from the beach line.)

Title
Place
Date and hour

FIELD ORDERS }
No — }

Maps:

1. Information of the enemy and of friendly troops, including those assigned to harbor defenses supporting the sector.
2. *a.* Decision of the commander—whether to defend the coast line between specified points by a defense back from the water's edge, by holding the beach line lightly, with the bulk of the division held in mobile reserve, or by holding the beach lightly and placing the main body of the division in a defensive position.

¹ The conditions and the situation for the defense of a river line or a sector of the coast line will vary greatly and this form should be used only as a most general guide in preparing the order for a defense that is adapted to the conditions existing in an actual or assumed situation. Initial orders for defense of a river line or coast line have many of the characteristics of an order for a "Position in readiness" and the form for such an order, page 82, may in some situations form a better guide for the order than the above form.

- b. Organization of the ground, showing in general terms the organization of the outpost and delaying area, battle position, and location of the division reserves.
 - c. Formation and boundaries between units.
3. a. Instructions for units assigned to outpost and defend the beach line—sectors for which responsible; location of main body of each unit; designation of probable points of hostile landing to be defended; location of observation posts by day and by night or during thick weather; location of and instructions for artillery with units outposting and defending the beach line when these details are necessary; time and routes of movement of units outposting and defending the beach line. (NOTE: May be given in march tables and referred to in subparagraph *x*); areas to be patrolled and guarded by the inshore patrol flotilla (if small boats are available).
- b. Instructions for the artillery (less units covered in subparagraph *a*)—locations in which artillery will be held in readiness; points of probable landings which the artillery should cover or prepare to cover.
 - c. Instructions for any attached antiaircraft artillery including protection for general reserve in movement to counterattack.
 - d. Instructions for aviation—observation and battle reconnaissance, giving areas within which observation is to be carried out; character of information especially desired; combat and special missions; location of landing fields; initial ascension points for balloons and missions of general observation and surveillance, including observation for the artillery.
 - e. Instructions for cavalry—location and reconnaissance.
 - f. Instructions for engineers—attachments to infantry units for organization of the ground; special work in connection with the defense; demolitions and obstacles; for other details refer to administrative order.
 - g. Instructions for the division reserves, including tanks held in reserve—designation of units; commander (when necessary); location and degree of readiness required; special missions; reconnaissance of routes and plans for counterattack.

h. Instructions for any other troops, including chemical troops not otherwise covered.

x. Instructions pertaining to the whole command.

(1) Secrecy.

(2) General instructions for the defense and line to be held by sector troops to limit the advance of enemy troops which succeed in landing pending the launching of counterattacks.

(3) Instructions relative to the organization of the ground, of the outpost (including organization of favorable landing places), and of the battle position, including priority of work. (Refer to annex, if one is used.)

(4) Preparations for counterattack.

(5) Assistance to be given sector troops by reserve or other troops in organization of the ground.

(6) Special instructions for liaison and for antiaircraft protection.

4. Refer to administrative order by number.

5. *a.* Signal communication—refer to annex when necessary.

b. Command posts—of unit and next lower unit.

(Signature)

(Authentication)

Annexes: ²

Distribution:

² Much of the information given in combat orders can be shown advantageously on maps, sketches, or overlays issued as annexes to the orders. See paragraphs 30 and 36.

A form of order for a
DEVELOPMENT (DEPLOYMENT) FOR COMBAT¹

Title
Place
Date and hour

FIELD ORDERS }
No — }

Maps :

1. Information of the enemy and of our own troops.
2. Decision of commander—to develop (deploy) the division (usually at once) to attack the hostile forces at —— (stating general scheme of maneuver if known), to take up the defensive along certain general terrain features (if known), or to take a position in readiness.
3. *a.* Instructions for cavalry—special reconnaissance, covering flanks, screening advance, delaying hostile troops, etc., as appropriate.
b. Instructions for advance guard or advance guards—to secure certain terrain features; to cover the development (deployment) of the division; to push reconnaissance to develop hostile strength and dispositions; to delay hostile advance, etc., as appropriate; boundaries between advance guards when necessary.
c. Instructions for aviation—reconnaissance; liaison with covering detachment; landing fields, ascension point for balloons, balloon missions and allocation of airplanes for command and artillery missions; special information and reports desired, including location of hostile artillery and reserves; combat missions, as appropriate.

¹ The formal order for development for combat will be the exception rather than the rule, but instructions for development, however issued, should cover the appropriate subject matter given in this form. In some literature the term "development" is used to indicate initial stages of deployment.

- d. Instructions for artillery² with the main body—position, routes, rates of advance; missions (including support of advance guards, covering development (deployment), delaying enemy, neutralizing hostile artillery) as appropriate for the artillery to go into position at once; position, routes, reconnaissance, preparation, etc., as appropriate, for remaining artillery.
- e. Instructions for infantry—instructions for each brigade to go into a designated assembly position indicating routes or zones of action when necessary; assistance to be given advance guards, if any; flank protection; preparation for subsequent action, etc., as necessary.
- f. Instructions for tank company—usually to move by designated route to concealed positions in the vicinity—— (near place of contemplated employment).
- g. Tactical instructions for engineers (if any).
- h. Tactical instructions for any other troops of the command such as chemical troops, etc.
- x. (1) Instructions applicable to whole command which do not belong in another subparagraph, as —— instructions as to priority on roads; secrecy; security missions, including antiaircraft protection; reconnaissance and special reports desired; preparations for subsequent action, special instructions as to liaison.
(2) Subordinate commanders or their representatives to report at (place) for further orders at (time).
- 4. If an administrative order is issued, refer to it by number. If one is not issued, give such instructions for trains, supply, and evacuation as are necessary in each case at this time.
- 5. Instructions as to command post and any special instructions necessary at this time regarding signal communication.

(Signature)

(Authentication)

Annexes:³

Distribution:

² The artillery, except that with advance guards, is usually held under division control.

³ Much of the information given in combat orders can be shown advantageously on maps, sketches, or overlays issued as annexes to the orders. See paragraphs 30 and 36.

A form of order for a
HALT FOR THE NIGHT—WITH OUTPOST

Title
Place
Date and hour

FIELD ORDERS }
No — }

Maps :

1. Information of the enemy and of friendly troops.
2. Decision of commander—to go into shelter, general location.
3. *a.* Instructions for cavalry—reconnaissance, contact with enemy, special missions.
b. Instructions for outpost—designation of troops and commander, general line to be held, limits of sector to be covered, special reconnaissance, connection with other outposts (if any).
c. Instructions for troops not detailed for outpost duty—shelter areas, designation of area commander,¹ observation of flanks and rear when necessary. In large commands, when shelter areas are assigned to groups, a separate lettered subparagraph may be assigned to each group, containing its composition and the special instructions for that group, and may refer to location table or operation map.
d. Instructions for aviation—location, reconnaissance, special missions.
e. Instructions for artillery, including readiness of the artillery of the main body.
f. Instructions for any attached antiaircraft artillery.
g. Instructions applicable to the whole command, which do not belong in another subparagraph, such as conduct

¹ Omitted when the superior commander exercises immediate command of the camp.

in case of attack, antiaircraft protection, special instructions as to liaison, etc.

4. When an administrative order is issued, refer to it by number. When one is not issued, give such instructions as to supply, evacuation, traffic, trains, and personnel as are necessary.
5. Command posts—of unit and principal subordinate units, when necessary.

(Signature)

(Authentication)

Annexes:²

Distribution:

² Much of the information given in combat orders can be shown advantageously on maps, sketches, or overlays issued as annexes to the orders. See paragraphs 30 and 36.

A form of order for a
MOVEMENT BY TRUCK AND MARCHING¹

Title
Place
Date and hour

FIELD ORDERS }
No — }

Maps :

1. Information of the enemy and our own troops when advisable.
2. Decision of commander or mission as given by higher authority—to move by truck and marching,² when movement begins. Destination, if known, or to be disclosed.
3. *a.* Lettered subparagraph for units moving by truck giving organizations moving by truck, duration of journey, if it can be disclosed, time, routes to place of entrucking, etc., or reference to annex giving necessary details.¹
- b.* Lettered subparagraph for units marching² giving organizations marching and reference to march tables. If march tables are not used, then give also the following: Destination if known or to be disclosed, time of marching, initial point, route, roads available for troops marching to initial point.
- c.* Lettered subparagraph giving instructions to any attached antiaircraft artillery, for antiaircraft defense of the entrucking and movements.
- x.* (1) Precautions as to secrecy, restrictions as to roads.
(2) Precautions as to security, as against airplane attack, mounting of auxiliary weapons on vehicles, etc.

¹ For forms for entrucking table and work sheet for troop movement by motor transport, see paragraphs 39 and 41.

² Avoid interference of columns by sending marching columns by different routes or starting after the motor transport columns.

- (3) Provisions for marking entrucking points, assembly of troops, at entrucking points.
- (4) Detachments left behind and instructions when and where to rejoin.
- (5) Precautions as to march discipline, when necessary.
- 4. If an administrative order is issued, refer to it by number. If not issued, give instructions for trains, supply, and evacuation as necessary in each case.
- 5. Date and hour of opening and closing old and new command posts. (Some representative of division commander is maintained at old command post until last element moves.)

(Signature)

(Authentication)

Annexes:³

Distribution:

³ Much of the information given in combat orders can be shown advantageously on maps, sketches, or overlays issued as annexes to the orders. See paragraphs 30 and 36.

A form of order for a
MOVEMENT BY RAIL, OR RAIL AND MARCHING

Title
Place
Date and hour

FIELD ORDERS

No —

Maps :

1. Information of the enemy and our own troops when advisable.
2. Decision of commander or mission as given by higher authority—to move by rail or by rail and marching.
Destination, if known or to be disclosed.
When movement begins—reference to entraining and march tables.
3. *a.* Lettered subparagraph for each entraining point showing—
Troops to entrain.
Roads available for march to entraining point.¹
Details of and instructions for officers and men in charge of entraining points.
Reference to entraining table.
- b.* Lettered subparagraph for troops to move by marching, giving—
Organizations marching.
Route.¹
Reference to march table.
- c.* Lettered subparagraph giving instructions to any attached antiaircraft artillery for antiaircraft defense of the entraining and movements.
- d.* Duration of journey.

¹Avoid crossing of routes of units moving to entraining points and units marching.

Detail of officers in charge of detraining points.

Precautions as to secrecy and security, including antiaircraft protection.

• Detachments left behind (if any) with instructions when and where to rejoin.

4. Reference to administrative order.

5. Date and hour of opening and closing old and new CPs.

Rear echelon moves at —— date (on last train).

(Signature)

(Authentication)

Annexes:²

Distribution:

² Much of the information given in combat orders can be shown advantageously on maps, sketches, or overlays issued as annexes to the orders. See paragraphs 30 and 36.

A form of order for establishing an

OUTPOST¹

Title

Place

Date and hour

FIELD ORDERS }
No — }

Maps :

1. Information of the enemy and of friendly troops.
2. Mission as given by higher authority—generally a statement that the command establishes the outpost ; approximate line of resistance ; boundaries of the outpost sector ; boundaries between battalion sectors, when necessary.

TROOPS²

a. Cavalry:

Commander.

Troops.

b. Supports:³

No 1.

Commander.

Troops.

No 2.

Commander.

Troops.

No 3.

Commander.

Troops.

¹ It is sometimes necessary to issue two outpost orders ; the first in the form herewith containing general instructions, the second issued after an inspection of the line and containing more definite instructions or involving changes affecting the entire outpost.

² For small outposts, the "distribution of troops" may be omitted and elements covered in appropriate subparagraphs of paragraph 3.

³ Numbered from right to left. If desired, each support may be enumerated under a separate letter, corresponding changes being made in the subparagraph of paragraph 3. Where supports are to be furnished from more than one battalion, the outpost order assigns a sector of the outpost position to each battalion furnishing the supports and leaves the numbering of supports within each battalion to its battalion commander.

c. Detached post:

Commander.

Troops.

d. Reserve:

Commander.

Troops.

3. *a.* Instructions for cavalry—contact with enemy, roads or terrain to be especially watched, special missions.
- b.* Instructions for supports—position each is to occupy, sections of line of resistance each is to hold, reconnaissance, intrenching, etc.
- c.* Instructions for detached post—position to be occupied, duties, amount of resistance, reconnaissance, etc.
- d.* Instructions for reserve—location, observation of flanks, etc.
- e.* Instructions for artillery (if any is attached to outpost)—positions, barrage lines, protective fire, or orders for reconnaissance and the preparation of firing data, anti-aircraft protection, etc.
- f.* Instructions for machine guns, light mortars, and 37-mm. guns (when not attached to supports or reserve)—positions, areas to be covered by fire, special duties.
- g.* Instructions applicable to the whole command which do not belong in another subparagraph, such as, conduct in case of attack, connection, mutual support, antiaircraft protection, special instructions as to liaison, etc.
4. Instructions for trains, rolling kitchens, location of aid stations, etc.
5. Command posts—of outpost and of such higher or lower units as may be necessary.

(Signature)

(Authentication)

Annexes:⁴

Distribution:

⁴ Much of the information given in combat orders can be shown advantageously on maps, sketches, or overlays issued as annexes to the orders. See paragraphs 30 and 36.

A form of order for a
POSITION IN READINESS

Title
Place
Date and hour

FIELD ORDERS }
No — }

Maps :

1. Information of enemy and of friendly supporting troops.
2. Decision of commander—to take up a position in readiness at or near ———, formation, units abreast or in column.
3. *a.*¹ Instructions for infantry—positions or places of assembly, mission, reconnaissance.
b. Instructions for artillery—positions or places of assembly, orders for necessary reconnaissance, methods of support.
c. Instructions for cavalry—reconnaissance, special missions.
d. Instructions for security detachments—line or position to be occupied, reconnaissance, special duties.²
e. Instructions for aviation—reconnaissance, special missions.
f. Instructions for engineers—positions or places of assembly, special tactical work.
g. Instructions for tanks—positions or places of assembly, routes to position.
x. Instructions applicable to whole command which do not belong in a separate lettered subparagraph, as, precautions as to secrecy, priority on roads, security measures, antiaircraft protection, special instructions as to liaison, etc.

¹ In a large force, it probably will be necessary to assign assembly areas to the different infantry units. In such case, each unit should be given a separate subparagraph as 3 *a*, *b*.

² When these instructions are general and do not relate to a specific tactical unit, they may be placed in subparagraph *x*.

4. When an administrative order is issued, refer to it by number. When one is not issued, give such instructions as to supply, evacuation, traffic, trains, and personnel as are necessary.
5. Command posts—of unit and of next lower units.

(Signature)

(Authentication)

Annexes: ³

Distribution:

³ Much of the information given in combat orders can be shown advantageously on maps, sketches, or overlays issued as annexes to the orders. See paragraphs 30 and 36.

A form of order for a

PURSUIT¹

Place
Title
Date and hour

FIELD ORDERS }
No — }

Maps :

1. Information of the enemy and of friendly troops.
2. Decision of the commander—(generally a statement that units will pursue at once with purpose of destroying, capturing, or securing terrain features, cutting off retreat, etc.). Routes when necessary or zone of action, when such has been imposed on the command.
3. *a.* Instructions for troops on the encircling maneuver—route or zone of action if restrictions are desired, mission, time of starting, reconnaissance, special missions.
b. Instructions for infantry units in direct pressure—mission, zone of action, objective, main effort, flank protection, connection with adjacent units.
c. Instructions for any cavalry not attached to other units, including route and missions, usually reconnaissance and to intercept and delay the retreating column at critical points, liaison with other pursuing forces.
d. Instructions for artillery—attachment to troops in encircling maneuver and, if necessary, to direct pressure; mission and displacement of remainder of artillery, instructions as to nature of support and use of gas.

¹ Pursuit orders immediately following a successful attack are usually fragmentary. This form is applicable to situations when time is available or the situation permits its preparation before the initiation of the pursuit. Orders for organized pursuit resemble those for advance in one or more columns.

- e.* Instructions for aviation—reconnaissance, combat and special missions and reports (including reports to encircling force), landing fields, dropping grounds, instructions for balloon unit.
 - f.* Instructions for tanks—assignment to reserve or to units, routes, positions.
 - g.* Instructions for flank guard when necessary—composition, time of departure, route, mission.
 - h.* Instructions for reserve—composition, position, route, special missions.
 - i.* Tactical instructions for engineers.
 - x.* Instructions applicable to the whole command which do not belong in another subparagraph—formation of columns, any details of conduct of pursuit, limitations upon the pursuit, antiaircraft protection, special instructions as to liaison, etc.
4. When an administrative order is issued, refer to it by number. When one is not issued, give such instructions regarding supply, evacuation, traffic, trains, and personnel as are deemed necessary.
5. *a.* Axes of signal communication—give axis of unit and of each subordinate unit, unless the route of each unit is definitely prescribed.
- b.* Command posts—give location of command post of unit, command posts of subordinate units, if established.

(Signature)

(Authentication)

Annexes:²

Distribution:

² Much of the information given in combat orders can be shown advantageously on maps, sketches, or overlays issued as annexes to the orders. See paragraphs 30 and 36.

A form of order for a

REAR GUARD

Title
Place
Date and hour

FIELD ORDERS }
No — }

Maps :

1. Information of the enemy and of friendly troops, including destination or direction of march of main body.
2. Mission as given by higher authority—generally a statement that the command forms the rear guard of the larger designated unit.

TROOPS

a. Reserve—in order of march :

Troops.

b. Support :

Commander.

Troops.

c. Flank detachments (if any) :

Commander.

Troops.

d. Cavalry :

Commander.

Troops.

3. *a.* Instructions for reserve—place and time of departure, approximate distance from main body, reconnaissance, special mission, location and occupation of delaying positions.
- b.* Instructions for support—time the outpost (if any) is to be relieved or withdrawn, place and time of departure, or

distance from reserve, any special reconnaissance, delaying positions.

- c. Instructions for cavalry—place and time of departure, roads or country to be covered, special missions, demolitions.
 - x. Instructions applicable to whole command, including use of chemical agents, antiaircraft protection, and special instructions as to liaison, etc., which do not belong in another subparagraph.
4. Such administrative details as affect the troops of the rear guard only—usually instructions for the trains of the rear guard to join train of main body.
5. a. Axis of signal communication—of main body when prescribed.
- b. Command post—initial location, or place to which messages may be sent.

(Signature)

(Authentication)

Annexes: ¹

Distribution:

¹ Much of the information given in combat orders can be shown advantageously on maps, sketches, or overlays issued as annexes to the orders. See paragraphs 30 and 36.

A form of order for a
RELIEF TO CONTINUE ATTACK

FIELD ORDERS } No — }	Title Place Date and hour
--------------------------	---------------------------------

Maps :

1. Information of the enemy—strength, composition, position with its organization (lines, etc.), or changes in the enemy's situation. Refer to *G-2 Situation Map* or *G-2 Report*, if issued, for details. Information of friendly troops, such as position of advance units or troops to be passed through; troops within supporting distance with missions (as units on right and left); plan of higher units; support by artillery, aviation and other auxiliary arms of higher units.
2. Mission as given by higher authority—to relieve and pass through a unit in the line and attack, attack mission or objective, general formation, scheme of maneuver, time of attack, line of departure (when the entire command begins its attack from the same line, otherwise give line for each unit in appropriate subparagraph of paragraph 3), direction of attack, rate of advance,¹ zone of action, boundary between units, time command passes to relieving units.
3. *a.*¹ Instructions for infantry (give separate lettered subparagraphs for each infantry unit considered)—elements to be passed through, time and place of starting, routes available or to be followed, formations for ad-

¹ When a rolling barrage is to be employed, the rate of advance must be given.

vancing, zone of action for advancing, instructions for attack, mission or objective, scheme of maneuver, time of attack (when different from that given in paragraph 2), line of departure (when not given in paragraph 2), direction of attack, zone of action (when not given in paragraph 2), assistance to be given neighboring units, special instructions as to liaison, flank protection.

- b. Instructions for artillery—mission (in general terms); general location; organization of command (groupments or other method of coordinating employment of different units); assignments to direct and general support, directions (missions or targets, manner of support) for fire during preparation, during attack; special directions as to use of gas and smoke; designation of routes for incoming units; general instructions as to forward displacement; instructions regarding any attached artillery (this may include artillery of unit being relieved). Reference to artillery annex when one is issued.
- c. Instructions for cavalry—position, reconnaissance, combat and special missions, as flank protection, in reserve, or preparation for pursuit.
- d. Instructions for aviation—reconnaissance, combat, and special missions.
- e. Tactical instructions for engineers—units to be attached to infantry or artillery units, combat missions.
- f. Instructions for tanks—time and place of starting, route, position, or, if attached to infantry units, show attachment, time and place of joining.
- g. Instructions for reserve—composition, time and place of starting, routes, locations for attack, special missions as flank protection and support of assault by fire where possible.
- h. Tactical instructions for attached troops of Chemical Warfare Service—positions, routes, special missions, coordination with other troops, attachments, etc.
- i. Instructions applicable to whole command which do not belong in another subparagraph—reconnaissance (refer to Intelligence Annex when necessary), provision for meeting points for guides, hour at which troops must be in position, routes and formation for advance (when

not covered elsewhere), restrictions as to roads, instructions as to secrecy; antiaircraft protection, special instructions as to liaison, etc.

4. When an administrative order is issued, refer to it by number. When one is not issued, give such instructions as to supply, evacuation, traffic, trains, and personnel as are necessary.
5. *a.* Signal communication—refer to annex when necessary.
b. Axes of signal communication—prescribe axis for unit and for next lower units.
c. Command posts—prescribe location and time of opening for unit and next lower units.

(Signature)

(Authentication)

Annexes: ²

Distribution:

² Much of the information given in combat orders can be shown advantageously on maps, sketches, or overlays issued as annexes to the orders. See paragraphs 30 and 36.

A form of order for a

RELIEF TO MAINTAIN DEFENSE

Title
Place
Date and hour

FIELD ORDERS }
No — }

Maps:

1. *a.* Information of the enemy.
b. Information of friendly troops, including dispositions of relieved (or relieving) unit.
2. Mission as given by higher authority—to relieve (or to be relieved by) a designated unit, date and time of commencement, and completion of relief, passage of command to relieving unit, destination of relieved unit. Refer to march and relief tables, when issued, for details of movement.
3. *a.* Infantry—dates on which the relief of infantry units is to be carried out; details of relief, or instructions that they will be arranged between commanders concerned.
b. Artillery—general plan and dates of artillery relief, details to be arranged by artillery commander.
c. Tanks—details of tank relief, or instructions that they will be arranged between commanders concerned.
d. Signal units—details arranged between commanders concerned.
e. Aviation—hour at which relief, generally made at air-drome, will be effective.
f. Engineers—details arranged between commanders concerned so as not to interfere with movement of other troops.

- g.* Tactical instructions for attached troops of Chemical Warfare Service—positions, routes, special missions, coordination with other troops, attachments, etc.
 - w.* Instructions applicable to the whole command which do not belong in another subparagraph—passage of command of subordinate units, restrictions as to formations and hours of movement, areas or places to be avoided, guides, adoption of existing dispositions and plans of defense, advance parties, headquarters companies, special antiaircraft protection, and special instructions as to liaison, etc.
4. Reference to administrative order by number.
5. *a.* Signal communication—refer to annex.
- b.* Axes of signal communication—prescribe axis for unit and for next lower units, when necessary.
- c.* Command posts of units and next subordinate units—prescribe hour of closing of old and the place and hour of opening of new command posts.

(Signature)

(Authentication)

Annexes:¹

Distribution:

¹ Much of the information given in combat orders can be shown advantageously on maps, sketches, or overlays issued as annexes to the orders. See paragraphs 30 and 36.

A form of order for a

RETIREMENT ¹

Title
Place
Date and hour

FIELD ORDERS }
No — }

Maps :

1. Information of the enemy and of friendly troops.
2. Decision of commander—(to withdraw from action if engaged and) to retire to or in the direction of ———; time or priority of withdrawal from action of major units; number of columns for the retirement.

TROOPS ²

3. *a.* Instructions for covering force—commander, composition, position, routes to position, time command of outpost passes to covering force commander in case of a retirement initiated at night, mission during withdrawal from action, route of retirement and missions during retirement. (Usually constitutes the rear guard.)
- b.* Instructions for cavalry not an element of covering force—reconnaissance, contact with enemy, special missions during the withdrawal from action and the retirement.

¹ When a retirement is made by a force not engaged in actual combat with the enemy, the appropriate order follows the form of a march order which provides for a rear guard with the command in one or more columns.

² Under "Troops," give composition of each column with its commander. When field or service trains march with any of the groupings given in the distribution, they will be shown. When not shown, it is assumed that they are otherwise disposed of in an administrative order. When combat trains are excluded from any unit, that fact will be shown.

- c. A separate lettered subparagraph for each column giving its route; initial point; time of clearing initial point (assembly position in a daylight retirement is given instead of an initial point, the command being formed in column from the former); other instructions applicable to the situation such as flank protection.
 - d. Instructions for aviation—reconnaissance, combat and special missions and reports, landing fields, dropping grounds; balloon observation and surveillance (or disposition of balloons).
 - e. Instructions for artillery—elements attached to rear guard or covering force, mission of units supporting the withdrawal, instructions for withdrawal by echelon including time of withdrawal and routes to assembly positions; special missions.
 - f. Instructions for rear guard—when not formed by covering force, give initial position, time it is to be assembled, distance from main body, reconnaissance, successive positions, special instructions.
 - g. Instructions for flank guard—give place and time of departure, route, reconnaissance, special instructions.
 - h. Instructions for any attached antiaircraft artillery, including special protection to be given during withdrawal, assembly and retirement.
 - i. Tactical instructions for engineers not attached to other units including especially instructions for obstacles and demolitions and for organization of any new defense positions.
 - j. Tactical instructions for attached troops of Chemical Warfare Service—special missions during withdrawal, attachments to covering force or rear guard, instructions for withdrawal.
 - k. Instructions applicable to the entire command which do not belong in another subparagraph—security, antiaircraft protection, special instructions as to liaison, etc., secrecy, priority on roads, reconnaissance of routes and positions, special reports as to location of units and situation.
4. When an administrative order is issued, refer to it by number. When one is not issued, give such instructions re-

garding supply, evacuation, traffic, trains, and personnel as may be necessary.

5. *a.* Signal communication—refer to annex when necessary.
- b.* Axes of signal communication—prescribe that of unit and of subordinate units when the latter is considered necessary.
- c.* Command posts—prescribe initial and subsequent command posts of unit and time of opening; if desired, the command posts, with time of opening, of subordinate units may be prescribed. These may be prescribed as *en route* but their location for the night should be designated when possible.

(Signature)

(Authentication)

Annexes: ³

Distribution:

³ Much of the information given in combat orders can be shown advantageously on maps, sketches, or overlays issued as annexes to the orders. See paragraphs 30 and 36.

A form of order for a
WITHDRAWAL FROM ACTION

Title
Place
Date and hour

FIELD ORDERS }
No — }

Maps :

1. Information of the enemy and of friendly troops.
2. Decision of commander—to withdraw from action, time movement is to begin, general purpose (usually to withdraw to and occupy a position), order in which units withdraw, zone of action, defensive or assembly position to be occupied, subsequent mission.

TROOPS ¹

3. *a.* Instructions for covering force—commander, composition, mission, covering position and when it is to be occupied, routes, time of withdrawal.
- b.* Instructions for cavalry not an element of covering force—reconnaissance, contact with enemy, special missions.
- c.* Instructions for infantry (give separate lettered subparagraph for each infantry unit considered)—zone of action, time of withdrawal, assembly positions or sectors to be occupied in a defensive position, special missions.

¹A "distribution of troops" is necessary only in those cases in which the unit withdraws from action in more than one column or in which separate mixed commands are desirable. It is particularly applicable to a withdrawal from action made at night. It should show the composition of the several elements—covering forces, right and left columns, etc. When field or service trains march with any of the groupings given in the distribution, they will be shown. When not shown, it is assumed that they are otherwise disposed of in an administrative order. When combat trains are excluded from any unit, that fact will be shown.

- d.* Instructions for artillery—elements attached to subordinate units or covering force, mission of units supporting the withdrawal; instructions for withdrawal by echelon, routes and new positions; special missions.
 - e.* Instructions for aviation—reconnaissance, combat and special missions and reports, landing fields, dropping grounds; balloon observation and surveillance (or disposition of balloons).
 - f.* Instructions for any attached antiaircraft artillery, including special protection during withdrawal and at critical points.
 - g.* Tactical instructions for engineers.
 - h.* Tactical instructions for attached troops of Chemical Warfare Service—special missions during withdrawal, attachments to covering force, new positions, routes, missions.
 - i.* Add subparagraphs for other troops not part of covering force or attached to subordinate units.
 - x.* Instructions applicable to the whole command which do not belong in another subparagraph—guides, concealment, secrecy, special security measures, antiaircraft protection, special instructions as to liaison, hour of passing of command of attached or special units, demolitions, obstructions, the time the movement is to be completed, special reports, etc.
4. When an administrative order is issued, refer to it by number. When one is not issued, give such instructions as to supply, evacuation, traffic, trains, and personnel as are deemed necessary.
5. *a.* Axes of signal communication—prescribe that of unit.
b. Command posts—prescribe for unit and for subordinate units when required.

(Signature)

(Authentication)

Annexes: ²

Distribution:

² Much of the information given in combat orders can be shown advantageously on maps, sketches, or overlays issued as annexes to the orders. See paragraphs 30 and 36.

A form of order for a
ZONE DEFENSE ¹

Title
Place
Date and hour

FIELD ORDERS }
No — }

Maps :

1. *a.* Information of the enemy.² (Refer to *G-2 Report* and *G-2 Situation Map* for details.)
b. Information of friendly troops.
2. *a.* Decision of commander—general line to be defended.
b. Organization of the ground.²

Show in general terms, the location of the line of resistance of the outpost area, the battle position, the reserve battle position, and switch positions. (In regimental, brigade, division, and when time for planning permits, in corps orders, the regimental reserve line of the battle position is shown.)

- c.* Boundaries of sectors occupied by the command and by subordinate units or the boundary between subordinate units.
3. *a.* Infantry—assignment to sectors, special missions; use a separate subparagraph for each infantry unit holding a sector.

¹ This form applies particularly to the organization of a defensive zone. For deployed and for position defense modify paragraph 2 *b* so as to apply to a defensive position, omit the clause of paragraph 3 *b* relating to artillery support of outpost area and battle position, and make appropriate changes in paragraph 3 *a* which will be much simplified.

- b. Artillery—assignment and location of units for direct and general support, special missions; indication of the amount of artillery to support the outpost area and battle position (amount to be given in percentages, proportion, or number of batteries), provisions for antitank defense, instructions relative to time of opening fire, and the use of smoke and gas. (Amplify by annex.)²
- c. Reserves—designation of units; commander; positions; degree of readiness; work to be done in organization of position, preparation of plans for counterattacks or extension of flanks.
- d. Tanks—assignment to reserve or to primary subdivisions; positions.
- e. Cavalry—position (to cover one or both flanks, or main force held in suitable position to act in crises of engagement); reconnaissance.
- f. Aviation—reconnaissance and observation; character of information especially desired; combat and special missions; balloon observation and surveillance.
- g. Engineers—organizations attached to infantry and artillery units for organization of positions; special work in connection with defensive organization.²
- h. Tactical instructions for attached troops of Chemical Warfare Service—positions, routes, special missions, coordination with other troops, attachments, etc.
- x. Instructions applicable to the whole command which do not belong in another subparagraph.

Conduct of defense:

- (1) Mission assigned the outpost troops.
- (2) Strength of outpost troops to be employed.
- (3) Conduct of the outpost troops in case of a general attack—definite instructions to withdraw or to hold designated tactical localities to the last, depending upon the mission and situation.
- (4) Counterattack—when made, by what units and by whom ordered.
- (5) Directions for coordination of infantry and artillery defensive measures, fire plan.
- (6) General instructions as to missions of machine guns of reserve units; arrangements for coordi-

nation within organization and with adjacent organizations.²

- (7) Instructions for gas defense; gas alert and danger zones.
 - (8) Special instructions for organization of the ground; priority of work.
 - (9) Special instructions regarding antiaircraft protection.
 - (10) Special instructions as to liaison.
 - (11) Instructions regarding gathering of information.
(Refer to Intelligence Annex.)
4. Refer to administrative order by number.
 5. *a.* Signal communication—refer to annex.
b. Command posts—prescribe for unit and for next lower unit.

(Signature)

(Authentication)

Annexes:³

Distribution:

² When time permits and the situation requires, the various paragraphs of the field order are supplemented by annexes which contain details. These annexes are referred to at the end of appropriate paragraphs as follows:

Annex No. _____ Intelligence.

Annex No. _____ Organization of the ground.

Annex No. _____ Artillery (may not be required in position defense, not usually required in deployed defense).

Annex No. _____ Aviation.

Annex No. _____ Machine guns (generally in form of map showing machine-gun fires).

³ Much of the information given in combat orders can be shown advantageously on maps, sketches, or overlays issued as annexes to the orders. See paragraphs 30 and 36.

A form for an
ADMINISTRATIVE ORDER

Title
Place
Date and hour

ADMINISTRATIVE ORDERS }
No — } To accompany Field Orders No — ¹

Maps:

1. SUPPLY.

*a. Railhead.*²—Location, date of opening, and hour of arrival of daily train when change of railhead is involved.

b. Class I supplies:

- (1) Distributing points—Locations, organizations served at each, and time schedule of distribution.

NOTE.—Time schedule for distribution to army troops is frequently published as an annex to the army administrative order.

- (2) Special instructions. (Seldom with a division.)

- (3) See *Annex No. —, Plan of Class I Supply*. (Army, and less frequently the detached corps.)

c. Ammunition:

- (1) Refilling point(s). (All classes, or designation of kind served at each.) Location, date, and hour of opening.

- (2) Distributing points. (Artillery and small arms.) Location, and organizations served at each.

- (3) See *Annex No. —, Plan of Ammunition Supply*. (Army, and less frequently the detached corps.)

d. Water:

- (1) Refilling point(s)³—Location, date and hour of opening.

¹All formal field orders which make changes in the administrative or supply situation should be accompanied by administrative orders. The orders, however, should include only the necessary changes referring to previous administrative orders in force for other details or stating in the "MISCELLANEOUS" paragraph, "Other administrative details: no change."

²The term "refilling point" is used when Class I supplies are delivered at points not on a railroad.

³Used only when water must be brought into the area in the same manner as other supplies, exceptional.

(2) Distributing points—Location, and organizations served at each.

(3) Special instructions, when necessary.

c. Engineer supplies:

(1) Refilling point(s). Designation of character of supplies at each, when necessary; location, date and hour of opening.

(2) Distributing point(s) (when necessary)—Designation of character of supplies provided; location, date and hour of opening, and organizations served at each.

(3) Special instructions, when necessary.

NOTE.—Subparagraphs similar to *c*, *d*, and *e* reference refilling and distributing points for medical, signal, chemical, Air Corps, and other quartermaster and ordnance supplies are added as necessary.

2. EVACUATION.

a. Casualties:

(1) Personnel:

(a) Collecting station(s), location. (Division.)

(b) Hospital station(s), location. (Division and corps.)

Hospitals: Evacuation and convalescent, locations. (Army.)

(2) Animals:

(a) Collecting station(s), location. (Division and corps.) Or hospitals: Evacuation, location. (Army.)

(b) Special instructions, when necessary.

(3) See *Annex No.—, Medical Plan*. (Army, and less frequently the detached corps.)

b. Burial.—Location of cemeteries; instructions reference burial and reports.

c. Salvage.—Instructions reference collection, disposition, and reports.

d. Captured material.—Instructions reference disposition and reports.

e. Prisoners of war.—Instructions reference location of collecting points, inclosures, responsibility for evacuation, and reports.

3. TRAFFIC.

a. Circulation.

- (1) Designation of axial road. (Division and corps).
- (2) Instructions reference motor reserved roads, when necessary.
- (3) Assignment of routes for special purposes, when necessary.
- (4) Instructions reference marking of routes, when necessary.
- (5) Instructions reference priority of specified classes of traffic, as ambulances, ammunition, signal, and engineer vehicles, when necessary.
- (6) See *Annex No. —, Circulation Map*, when issued.

b. Restrictions.

- (1) Instructions reference limits of daylight traffic and use of lights, when necessary.
- (2) Instructions reference distances to be maintained between vehicles, groups of vehicles, and troop units, when necessary.
- (3) Instructions reference disabled vehicles, when necessary.

c. *Control*.—Instructions reference the establishment of traffic control posts, and officers' control stations, when necessary.

d. Construction and maintenance of routes.

- (1) *Roads*.—Instructions reference priority of work on roads and bridges; general character of maintenance; bridge loads; coordination with road work of higher and lower units.
- (2) *Railroads*.—Same general character of instructions as for roads, including yards and sidings. (Rarely in a division order.)
- (3) See *Annex No. —, Engineer Plan*. (Army, and less frequently the detached corps.)

4. TRAINS.

a. Service.

- (1) Instruction reference movement on the march or release from march control; assignment of special missions, when necessary.
- (2) Instruction reference control in bivouac and assignment of bivouac areas.

b. Field.

- (1) Instruction reference movement, release from march control; assignment of special missions, when necessary.
- (2) Instruction reference control in bivouac, and assignment of bivouac areas.

c. Combat.—Same as *b*, when necessary.

5. PERSONNEL.*a. Stragglers.*

- (1) *Straggler line.*—Location; instruction reference co-ordination on boundaries of subordinate units, when necessary.
- (2) *Collecting points.*—Location.

b. Surplus baggage.—Instruction reference disposition. (Usually refers to packs and extra clothing.)

c. Mail.—Instruction reference collection and distribution.

d. Shelter.—Instruction reference quartering parties.

6. MISCELLANEOUS.

a. Attachment of service troops.—Instruction reference attachment of service troops to subordinate units, when necessary.

b. Movement of service troops.—Instructions covering changes of location in rear areas usually refer to troop movement table. (Army, less frequently detached corps.)

c. Rear boundary.—Location, and time when effective.

d. Rear echelon of headquarters.—Location, and hour of opening.

e. Administrative matters not otherwise covered.

f. Other administrative details: No change (when applicable).

(Signature)

(Authentication)

Annexes: ⁴

Distribution:

⁴ Much of the information belonging in an index to a combat order can be shown advantageously on maps, sketches, overlays, charts, or tables which are attached to or accompany the annex and, by suitable reference therein, are made a part of the annex. See paragraphs 35a and 36.

39. Forms for annexes to field orders.

A form for an

ARTILLERY ANNEX (For attack or defense) ¹

ANNEX NO — TO FIELD ORDERS NO —,
CORPS (ARMY)

Title

Place

Date and hour

FIELD ORDERS }
No — }

Maps :

1. Pertinent references to the corps field order, annexes, and appropriate summaries of intelligence; additional information of the enemy or supported troops, when necessary or desirable.
2. The general mission of the artillery with the corps (army).
3. *a. Division artillery.*

- (1) Attachments to each division to include attachment of field artillery units (including sound and flash ranging units), balloon and antiaircraft units; time and place of attachment and time and place of relief if known.

¹ This form applies specifically to a corps artillery annex. When used for an army artillery annex, substitute "Artillery with the corps" for "Division artillery," "Army artillery" for "Corps artillery," and "Artillery with the army" for "Artillery with the corps." While the form includes those items usually necessary, additional items are included as necessary or desirable. Further, while the listing of the items is that often most appropriate, the general rule for combat orders is that items governing a single unit are listed in the paragraph pertaining to that particular unit; and items governing more than one unit, in the general paragraph. Thus, in the case of an artillery annex to a corps field order, any particular item applying to a division would be listed in the paragraph applying to the particular division, or in the general paragraph applying to divisions, or in the general paragraph applying to the artillery with the corps, as appropriate.

- (2) Etc. A separate numbered paragraph for each division to which it may be necessary to give particular instructions, such as for contingent zones; coordination of fires along the boundaries and in depth; special missions including general location of fires during the preparation.

- (-) A numbered subparagraph containing the miscellaneous provisions not covered elsewhere and applicable to more than one division, such as—

Time of opening fire.

Restrictions on fire.

Coordination with corps artillery units including the allocation of counterbattery missions to the division artillery.

General limits in depth for harassing and interdiction fires and fires on transient targets.

Use of accompanying artillery, antitank guns, and roving artillery.

Movement into position and changes of position.

Allotment of observation facilities (both air and ground) and communication therewith.

Use of special ammunition including gas and smoke.

b. Corps artillery.

- (1) Organization of the corps artillery into groupments or other units, listing the composition and commander of each when any change has been made from that given in Tables of Organization.

- (2) Etc. For each of the above designated units, a separate numbered paragraph giving—

Missions, to include—

Zones of responsibility in depth and width for interdiction and harassing fires, fires on transient targets, and counterbattery.

Contingent zones.

Coordination of fires in depth.

Special missions including general location of fires during the preparation or counterpreparation, and reenforcement of the fires of the division artillery on call.

Position areas, routes, movement into position, organization of the position, and priority of selection in reserved areas.

Changes of position during action including time or priority, and routes to new position areas.

- (-) A numbered subparagraph containing instructions for the antiaircraft units including missions, positions, movements, and cooperation with aviation.
- (-) A numbered subparagraph containing instructions for attached balloon units and instructions regarding all aviation available for observation for the corps artillery including cooperation with the antiaircraft units.
- (-) A numbered subparagraph containing instructions for sound and flash units.
- (-) A numbered subparagraph containing the miscellaneous provisions not covered elsewhere and applicable to more than one subdivision of the corps artillery, such as—

Reconnaissance.

Use of special ammunition including gas and smoke.

Liaison instructions.

Establishment of dumps.

Rear echelons.

- c. *Artillery with the corps.*—Miscellaneous provisions applicable to both the division and corps artillery not specifically covered elsewhere, such as—

General nature of the fires prior to the attack or counterpreparation.

General instructions covering schedule fires including preparation and counterpreparation.

Measures to insure secrecy including limitations on registration.

Limitations on ammunition expenditure.

Topographical and meteorological data.

Defense against tanks and aviation.

4. Reference to the corps administrative order; additional instructions, when necessary or desirable.

5. Instructions covering command posts and signal communication, as necessary or desirable.

(Signature)

(Authentication)

Annexes:²

Distribution:

² Much of the information belonging in an annex to a combat order can be shown advantageously on maps, sketches, overlays, charts, or tables which are attached to or accompany the annex and, by suitable reference therein, are made a part of the annex. See paragraphs 30 and 36.

A form for an

ARTILLERY ANNEX (For attack or defense) (Division)

ANNEX NO — TO FIELD ORDERS NO —,¹
DIVISION

ARTILLERY

Title
Place
Date and hour

FIELD ORDERS }
No — }

Maps :

1. *a.* Information of the enemy—general information that subordinates should have to understand the enemy's situation.
- b.* Information of friendly troops.
 - (1) Mission and scheme of employment of the division.
 - (2) Zones of action or defensive sectors of units to be supported. The location of the different lines in a defensive situation are to be included.
 - (3) Information of artillery of higher or adjacent units which will deliver fire within or along the boundaries of the zone of action or sector of the supported unit; location of balloons which may have been directed to assist the artillery.
2. Mission as given by higher authority and character of the support to be given.

¹ This is the form for the Field Order of the Artillery Brigade with the annex caption added. It is the usual form of Artillery Annex to a Division Field Order.

3. a. Designation of unit—a subordinate unit or group of units.

- (1) Missions—Assignments to support, methods of support, special fire missions.
- (2) Positions.
- (3) Routes, when applicable.

Similar subparagraphs designated *b*, *c*, etc., are given each subordinate unit or group.

- a. (1) Organization of position** (including camouflage, gun pits, shelters, defense sectors, and disposition of machine guns, or any other measure for the protection of the unit).
- (2) Reconnaissance**—General instructions for preliminary reconnaissance.
- (3) Initial fire**—Time for opening fire; instructions for covering deployment or organization of position.
- (4) Preparation**—

{	Counterpreparation.
{	Other defensive fires.
- (5) Accompanying artillery.**
- (6) Antitank guns.**
- (7) Roving guns.**
- (8) Gas and smoke**—Often includes prohibitory instructions.
- (9) Ammunition expenditure**—Restrictions, when necessary; instructions as to amounts to be dumped at battery positions.
- (10) Hours of firing**—When firing is to be limited to designated periods.
- (11) Observation**—Allotment of observation facilities (both air and ground) and communication therewith.
- (12) Secrecy**—Precautions to be taken, including circulation restrictions.
- (13) Displacement**—Orders for movement during action or warning to be prepared for such movement.

General instructions intended for more than one subordinate unit are given under such of the above subparagraph headings as are applicable or under additional headings.

4. a. Reference to division administrative order by number.

- b. Instructions concerning ammunition or other supply details** which are not given in the administrative order (when necessary), or which it is necessary to issue at the time the field order is issued.

5. a. Axes of signal communication.

- (1) Division and field artillery brigade and next subordinate artillery units, when necessary.
- (2) Infantry brigade and next subordinate units, when necessary.

b. Command posts.

- (1) Division and field artillery brigade, and next subordinate artillery units, when necessary.
- (2) Infantry brigade and next subordinate units.

Command posts of smaller supported units may also be included in above subparagraphs.

(Signature)

(Authentication)

Annexes: ²

Distribution:

² Much of the information belonging in an annex to a combat order can be shown advantageously on maps, sketches, overlays, charts, or tables which are attached to or accompany the annex and, by suitable reference therein, are made a part of the annex. See paragraphs 30 and 36.

A form for an
AVIATION ANNEX (Army)¹

ANNEX NO — TO FIELD ORDERS NO —,
— ARMY AVIATION

Title
Place
Date and hour

FIELD ORDERS }
No — }

Maps:

1. For details of information of enemy, see G-2 Air Situation Map. Probable intentions of the enemy as estimated by the commander. Enemy aviation (what enemy observation, pursuit, attack, and bombardment aviation have been doing, and an estimate as to what enemy aviation will do). For detailed information of location of friendly forces, see G-3 Air Situation Map. The decision of the commander as given in paragraph 2 of the field order. The operations of any air or ground troops with which aviation is to operate direct, such as army or independent cavalry and army artillery. The plan or any change in the established plan for the operation of antiaircraft artillery.
2. Mission as given by higher authority.
3. *a.* Instructions for combat aviation, if any assigned or attached.
 - (1) Pursuit aviation—missions, instructions for co-operation with other branches of aviation including, if necessary, time and place of rendezvous, time and place of attack, or zone of action (when it is to be limited). The area, if any, and period

¹An aviation annex will rarely be used in units smaller than an army.

of time for protection of ground units or establishments by pursuit aviation from hostile attack or observation.

(2) Attack aviation, if any assigned or attached—missions, objectives, time and place of attack (if known), time and place of rendezvous, route and altitude (when necessary), extent of cooperation with ground troops.

(3) Bombardment aviation, if any assigned or attached—missions, objectives, rendezvous point, and altitude, and time of rendezvous when supported by other classes of aviation, route, time of attack (or of departure).

b. Instructions for observation aviation.

(1) Airplane observation—detachments. Limits of area of responsibility for reconnaissance. Special locations and/or troops to be observed or particular information to be obtained. Hours for special missions if reports are desired at a particular time. Observation for artillery. Photographic missions. Airplanes for command missions and where available.

(2) Balloon group(s)—detachments. Control of movement, location (when necessary), missions, sector of observation, special instructions as to day and/or night observation. Observation for artillery.

c. Any instructions for the establishment or change in airdromes, landing fields, etc. Any assignment or change in assignment of airdrome squadrons.

x. Special instructions for liaison and communication with ground troops, including antiaircraft artillery (when necessary), and other instructions applicable to operations of more than one unit.

4. Instructions concerning supplies.

5. a. Signal communication—refer to the signal annex (either old or new) which will control the air-ground or any other signal communication of aviation.

b. Command posts—air units (division, corps, and army), and such other subordinate and adjacent units as may be necessary.

- c. Dropping ground(s)—location(s) if other than at command posts.

(Signature)

(Authentication)

Annexes:²

Distribution:

² Much of the information belonging in an annex to a combat order can be shown advantageously on maps, sketches, overlays, charts, or tables which are attached to or accompany the annex and, by suitable reference therein, are made a part of the annex. See paragraphs 30 and 36.

A form for a
DEBARKATION TABLE

ANNEX NO — TO FIELD ORDERS NO —
— DIVISION

(Date)

DEBARKATION TABLE

Wave No.	Composition	Boats	Time D day	Movement of boats

(Signature)

(Authentication)

Distribution :

NOTES

1. Beaches are usually designated by letter, and waves are designated by reference to the numerical order of landing and to the beach on which the wave is to land. For example, Wave No. 6B is the sixth wave to land at Beach B.

2. In the two right columns indicate the time that the boats for each wave are scheduled—

a. To leave transports.

b. To arrive at the beach.

c. To leave the beach.

d. To arrive at the transports for Wave—(indicate next wave to use the same boats).

ANNEX NO — TO FIELD ORDERS NO —, ——— DIVISION
(Date)

Entraining points:

Detraining points:

X _____
Y _____
Z _____

[illegible]

(Signature)

1. Part of engineer regiment, medical regiment, quartermaster regiment, division headquarters and special units, and quartering detachments should be sent on early trains.

2. Detachments of medical troops and detachments of service companies (and batteries) that normally function with units are included in the respective transportation groupings.

3. Heavy equipment entrained and detrained at points having good facilities.

4. Consider possible use of division upon arrival. Tactical situation may require a reinforced brigade; all the infantry, artillery, or machine guns on early trains.

5. Detraining points of organizations selected so as to facilitate concentration of organization.

6. The detaining point and time of arrival at destination will be given unless secret or the data are unknown.

A form for an

INTELLIGENCE ANNEX

ANNEX NO — TO FIELD ORDERS NO —

INTELLIGENCE

Title
Place
Date and hour

(G-2 file number)

Maps:

1. RÉSUMÉ OF ENEMY'S SITUATION.—Refer to *G-2 Situation Map* and *G-2 Report* for details.
2. ESSENTIAL ELEMENTS OF ENEMY INFORMATION REQUIRED.—
Items pertaining to the tactical and logistical situation of the enemy, the terrain, or anything else relative to the enemy situation concerning which information is important in the highest degree to a commander as the basis for the formulation of plans and the issue of orders. (Tabulate.)
3. MEASURES TO OBTAIN INFORMATION.¹—(With particular reference to essential elements.)
 - a. Aviation.
 - (1) Aerial reconnaissance—distant, close, and battle.
 - (2) Balloon observation and surveillance—supplements ground observation.
 - (3) Aerial photography—areas to be covered by different units with relative importance of objectives in each area.
 - b. Cavalry reconnaissance.—Distant, close, and battle.
 - c. Infantry reconnaissance.—Close and battle.
 - d. Ground observation.—General plan, including specification of areas of most importance and the general assignment

¹ Paragraphs 3 a, b, c, and f elaborate general instructions contained in the field order. Missions, especially for aerial reconnaissance and for obtaining photographs, should also be shown graphically on a map. There may be an annex to each subparagraph of paragraph 3 of the intelligence annex in which special instructions are given to secure information, or there may be a separate subparagraph of 3 *a* containing instructions regarding intelligence services.

of observation posts and areas to be watched in order to prevent duplication and gaps or the too close grouping of observation posts; particular information desired from observers; special assignment and missions of headquarters observation groups.

e. Radio intelligence.—Intercepts, goniometry, and listening-in. Fronts to be covered, special information wanted and relative importance of different parts of the front.²

f. Counterespionage, censorship, press, and propaganda.—Any instructions of general interest to the command.

g. Antiaircraft intelligence.—Any instruction relative to reporting activities of enemy aviation.

x. Matters of interest to two or more intelligence agencies.

4. MEASURES FOR HANDLING PRISONERS, CAPTURED DOCUMENTS AND MATERIAL, AND MAPS.

a. Prisoners, deserters, and other persons.—Plan for handling prisoners of war, deserters from the enemy, and inhabitants, either as laid down in regulations or according to special plan. Location of sorting and examining stations (by arrangement with G-1 and G-4). Manner of sending prisoners to the rear and the extent of delay permissible at lower headquarters (by arrangement with G-1 and G-4). Special reports and classification of prisoners required.

b. Documents and captured material.—Provisions for collecting documents. Manner of sending to the rear, with delay permissible at lower headquarters for examination or use. Particular kind of material required for examination. Manner of obtaining material (through intelligence personnel with troops and from salvage officers) and manner of sending it to the rear (by arrangement with G-1 and G-4).

c. Maps.—List of maps that will be supplied, with number of each class to each unit (when not covered by regulations). Instructions concerning special requisitions and distribution.

² Included only in annexes of detached corps, armies, and higher units.

d. Photographs.—Both vertical and oblique. Same as for maps.

5. REPORTS AND DISTRIBUTION.

a. Period to be covered by routine reports.

b. Special reports required from lower units (information to be sent, time to be made, etc.).

c. Means to be used in making reports (message centers, messenger, radio, telegraph, telephone, etc.).

d. Distribution of routine and special reports from higher headquarters.

e. Distribution of G-2 situation maps (usually the same as routine reports).

f. Periodic or special conferences of G-2 officers; who is to attend, time and place of meeting.

(Signature)

(Authentication)

Annexes: ³

Distribution:

³ Much of the information belonging in an annex to a combat order can be shown advantageously on maps, sketches, overlays, charts, or tables which are attached to or accompany the annex and, by suitable reference therein, are made a part of the annex. See paragraphs 30 and 36.

A form for a

MARCH TABLE

ANNEX NO — TO FIELD ORDERS NO —, — DIVISION

(Date)

MARCH TABLE

Serial No.	Organization and commander	Present location (date) if necessary	Zone of action or route	Location by (date)	Remarks
				May specify that advance or rear elements shall clear or be (north, etc.) of a certain line by a given time. Additional columns are used for each day's march.	Instructions for preventing interference among serials, to include hours of departure, clearing of initial or other designated points, for dispositions en route or at destination, and for connection to be maintained between units

(Signature)

(Authentication)

Annexes : ¹

¹ Much of the information belonging in an annex to a combat order can be shown advantageously on maps, sketches, overlays, charts, or tables which are attached to or accompany the annex and, by suitable reference therein, are made a part of the annex. See paragraphs 30 and 36.

A form for an
ORGANIZATION OF THE GROUND ANNEX

ANNEX NO— TO FIELD ORDERS NO—, ———DIVISION
ORGANIZATION OF THE GROUND¹

Title
Place
Date and hour

Maps:

1. *a. Decision of commander.*—To defend a given front.
 - b. (1) General plan for organization of the ground giving form of defense, designating position or zone, and stating which of the following elements in addition to the battle area or position are to be employed: Outposts area or position, reserve battle position, switch positions, other areas or positions.
 - (2) Sector boundaries.
2. *a. Battle area or position:*
 - (1) Line of resistance—location, at least to the extent of giving accurately the points of intersection with sector boundaries (limiting points).
 - (2) Regimental reserve line—location as in (1) when prescribed by division or higher headquarters.
 - (3) Tactical localities to be organized when prescribed by division or higher headquarters.
- b. Outpost area or position:*
 - (1) Line of resistance—location as in *a* (1).
 - (2) Tactical localities—as in *a* (3).

¹ This form is applicable to situations where a complete and detailed study can be made, and the work carefully planned; or where organization of the ground can be perfected during prolonged occupation. In other situations, items not pertinent should be omitted.

a. Reserve battle position:

Same as in *a*.

d. Switch positions:

Each as in *b*.

e. Other areas or positions:

Each as in *b*; also give its purpose if special.

x. Works to be constructed:

(1) Types of machine gun emplacements, trenches, obstacles, command and observation posts, artillery emplacements, shelters, etc., to be constructed in each area or position. Locations, when necessary.

(2) Special works—demolitions, inundations, tank obstacles, or tank mines, roads, trails, etc.

3. Construction of works:

a, b, c, etc.—Assignment of units not already assigned, or of civilian labor when such is employed.

x. (1) Priority in construction of areas or positions, and of works in each.

(2) Instructions relative to camouflage.

(3) Hours for work or instructions as to time of completion.

(4) Other instructions relative to conduct of work.

(5) Instructions directing the submission of periodic reports on the progress of work.

4. Locations of engineer supply establishments furnishing tools and materials for the work including, when necessary, a statement of the kinds furnished by each.

5. Location of command post of engineer officer supervising the work.

(Signature)

(Authentication)

Annexes.²

Distribution:

² Much of the information belonging in an annex to a combat order can be shown advantageously on maps, sketches, overlays, charts, or tables which are attached to or accompany the annex and, by suitable reference therein, are made a part of the annex. See paragraphs 30 and 36.

A form for a

SIGNAL COMMUNICATION ANNEX ¹

**ANNEX NO — TO FIELD ORDERS NO —, ——— DIVISION
SIGNAL COMMUNICATION ORDERS**

Title

Place

Date and hour

Maps :

1. Such information of the enemy and of our own troops as is necessary for the signal communication troops. This may include the commander's general plan of action, boundaries of the unit and its major subdivisions, axes of signal communication and location of command posts, observation posts, supply and medical establishments which may require signal communication, and information relative to any existing signal facilities in the area.
2. General plan for the installation, operation, and maintenance of signal communication. If special considerations require an hour to be fixed for the establishment of signal communication, this hour will be stated.
3. *a.* Orders to the signal troops operating at the headquarters of the unit.
b. Etc. Orders to lower units necessary for the coordination of signal communication within the command as a whole.
x. Orders applying to signal agencies of more than one unit not covered in the preceding subparagraphs.
4. Priority of signal troops on roads; location of signal supply distributing point and signal dump, park, or depot; special instructions relative to the issue of signal supplies, including pigeons; charging and replacement of storage batteries.

¹ See p. 263, Basic Field Manual, Vol. IV.

5. *a.* Reference to the index of signal operation instructions.
b. Location of the signal office.

(Signature)

(Authentication)

Annexes:²

Distribution:

Same as field order—extra copies as necessary.

²Much of the information belonging in an annex to a combat order can be shown advantageously on maps, sketches, overlays, charts, or tables which are attached to or accompany the annex and, by suitable reference therein, are made a part of the annex. See paragraphs 30 and 36.

Entrucking Table¹

FOR TROOP MOVEMENT BY MOTOR TRANSPORT

1	2	3	4	5	6	7	8	9	10
Group No.	Troops and material, if any	Motor transport assignment	REGULATING POINT and date and hour head passes same	Route, from regulating point to entrucking point	ENTRUCKING POINT and hour head reaches same	Hour entrucking begins	Hour head leaves entrucking point	Route from entrucking point to initial point	INITIAL POINT and hour head passes same

(Authentication)

(Signature)

Column clears initial point at -----

¹ This form will be used for a detrucking table by substituting detrucking for entrucking.

40. Forms for journal and staff reports.

Journal¹

Time ²		Serial No.	Time dated ³	Incidents, messages, orders, etc.	Disposition ⁴
In	Out				
				(Day and date)	

¹ The journal is the daybook of the section or unit. It contains briefs of important written and verbal messages received and sent and notations of periodic reports, orders, and similar matters that pertain directly to the section or unit. Copies of messages and other data pertaining to the section or unit and furnished by it for purposes of information of other sections or units are not entered in the journals. If any item is received or issued in verbal form, the entry herein is detailed; if in document form, the entry may be a notation referring to a file or a brief synopsis of contents. (See par. 20.)

² Refers to time of receipt or sending in this office.

³ Refers to time information originated, and thus calls attention to age of the information.

* Following symbols may be used: M= noted on situation map; S=standard distribution at CP; T=information furnished troops.

A form for a
G-1 OR S-1 PERIODIC REPORT

—————
REPORT¹

From: (Date and hour)

To: (Date and hour)

(Unit)

(Date)

No ———

Maps:

1. LOCATION OF REAR ECHELONS. (Situation at close of period.)
2. STRENGTH OF THE COMMAND. (By organization.) (Men, animals.)
3. EVACUATIONS. (By organization.)
4. CASUALTIES. (By organization.)
 - a. Killed.
 - b. Sick.
 - c. Gas cases.
 - d. Wounded.
 - e. Captured.
 - f. Missing.
5. REPLACEMENTS. (Received or expected.)
6. PRISONERS OF WAR.
7. CAPTURED MATERIAL.
8. STRAGGLERS.
9. MORALE. (Show state of subdivisions if not uniform.)

(Signature of chief of section)

¹ Submitted as ordered by the commander. To be supported by such maps and appendices as are necessary to make a complete record of the existing situation and of the operations during the period. When any part of the subject matter of the report can be shown clearly on a map, this should be done. In such cases no entry need be made under the appropriate heading of the report except the statement, "See map attached." Brigades and lower units usually submit one report based on the appropriate topical headings of the four section reports. When a marked change has occurred in any organization, this fact will be noted.

A form for
G-2 OR S-2 PERIODIC REPORT

———REPORT¹

From: (Date and hour)
To: (Date and hour)

(Unit)
(Date)

No ———

Maps:

1. ENEMY FRONT LINE (or nearest elements).
2. ENEMY'S STRENGTH, DISPOSITIONS, AND MOVEMENTS.²

a. Units in contact.

Unit—location of flanks; estimated combat efficiency (strength, training, physical condition, morale, and other pertinent factors).

b. Reserves.

Unit—kind of reserves; location; estimated combat efficiency (strength, etc.); time necessary to engage.

c. Changes since last report.

Unit—nature of change, time.

¹ Submitted as ordered by the commander. To be supported by such maps and appendices as are necessary to make a complete record of the existing situation and of the operations during the period. When any part of the subject matter of the report can be shown clearly on a map, this should be done. In such cases no entry need be made under the appropriate heading of the report except the statement, "See map attached." Brigades and lower units usually submit one report based on the appropriate topical headings of the four section reports.

² Whenever possible a conclusion should be stated under each main heading of the report indicating the enemy's probable intentions as deduced from the information contained therein.

d. Movements.

Kind; amount { from----- }
 { to----- } time; unit if known or
 { or } deducible.
 { direction }

3. ENEMY'S SUPPLY AND EQUIPMENT (including supply system and location of establishments).**4. WEATHER AND VISIBILITY.****5. ENEMY'S OPERATIONS DURING THE PERIOD.³***a. Cavalry.**b. Infantry and auxiliary weapons.**c. Artillery.**d. Tanks.**e. Airplanes.**f. Balloons.**g. Chemical warfare.**h. Miscellaneous.***6. MISCELLANEOUS.***a. Estimated enemy's casualties (including prisoners).**b. Enemy's defensive organization (trenches, emplacements, observation posts, command post, etc.).**c. Terrain as it affects the enemy.**d. Any enemy intelligence not specifically covered by headings of this report.***7. ENEMY'S KNOWLEDGE OF OUR SITUATION.***a. Observation.**b. Reconnaissance.**c. Our prisoners and documents lost; inhabitants.***8. ENEMY'S PROBABLE INTENTIONS.***a. Lines of action open to enemy (with discussion of each).**b. Conclusion as to line of action that will be adopted.*

(Signature of chief of section)

³ Omit any subheading under which there is nothing to report.

A form for a
G-3 OR S-3 PERIODIC REPORT

REPORT¹

From: (Date and hour)

To: (Date and hour)

(Unit)

(Date)

No _____

Maps:

1. OUR FRONT LINE (or most advanced elements).
2. LOCATION OF TROOPS. (Situation at close of period, including command posts, boundaries, or any troops in movement.)
3. INFORMATION OF ADJACENT UNITS AND SUPPORTING TROOPS.
4. WEATHER AND VISIBILITY.
5. OUR OPERATIONS FOR THE PERIOD.²
 - a. Cavalry.
 - b. Infantry and auxiliary weapons.
 - c. Artillery.
 - d. Tanks.
 - e. Airplanes.
 - f. Balloons.
 - g. Chemical troops.
 - h. Miscellaneous.
6. COMBAT EFFICIENCY. (Arrived at by consideration of the status of training, the losses in officers, men, animals, and material, the morale, and any other conditions peculiar to the unit considered. For divisions, this report should show efficiency of combat regiment; it may include other units, as special troops.)
7. RESULTS OF OPERATIONS.

(Signature of chief of section)

¹ Submitted as ordered by the commander. To be supported by such maps and appendices as are necessary to make a complete record of the existing situation and of the operations during the period. When any part of the subject matter of the report can be shown clearly on a map, this should be done. In such cases no entry need be made under the appropriate heading of the report except the statement, "See map attached." Brigades and lower units usually submit one report based on the appropriate topical headings of the four section reports.

² Omit any subheading under which there is nothing to report.

A form for a
G-4 OR S-4 PERIODIC REPORT

REPORT¹

From: (Date and hour)

To: (Date and hour)

(Unit)

(Date)

No _____

Maps:

1. LOCATION OF TECHNICAL, SUPPLY, AND ADMINISTRATIVE TROOPS, TRAINS, RAILHEAD, AND ESTABLISHMENTS. (Changes during and locations at close of period.)
2. STATUS OF SUPPLY. (Including losses of material and possibilities of resupply.)
 - a. Rations; garrison, field, reserve.
 - b. Munitions situation report; caliber, type, fuzes, expenditures, receipts, and balance. For division and larger units, reduce to rounds per piece for artillery ammunition. Credits at depots and when it can be received in unit.
 - c. Equipment.
 - d. Other supplies.
3. STATUS OF EVACUATION. (By whom made and progress of.)
4. CONDITION OF ROADS AND STATUS OF CIRCULATION.
5. SALVAGE AND CAPTURED MATERIAL. (Amounts, kinds, reissues, and evacuations of.)
6. BURIALS. (Progress of, location of cemeteries.)
7. ACTIVITIES. (Should cover those of section, and technical, supply and administrative staff other than routine; namely, those of a particular important or of unusual nature.)

(Signature of chief of section)

¹ Submitted as ordered by the commander. To be supported by such maps and appendices as are necessary to make a complete record of the existing situation and of the operations during the period. When any part of the subject matter of the report can be shown clearly on a map, this should be done. In such cases no entry need be made under the appropriate heading of the report except the statement, "See map attached." Brigades and lower units usually submit one report based on the appropriate topical headings of the four section reports.

41. Miscellaneous forms.

Work sheet

(For preparation of entrucking table)

(See F O No. ----- Division -----)

1	2	3	4	5	6	7	8	9	10
Group number (order of clearance of IP)	Number of trucks assigned	Time-length of motor transport (minutes)	Hour head passes R P (for second and succeeding groups, add time-length of preceding group plus delay at R P)	Time distance R P to E P (minutes)	Hour head arrives at E P (4+5)	Time distance E P to IP (minutes)	Hour head passes IP (for second and succeeding groups, add time-length of preceding group) ^{1 2}	Hour head leaves E P (8 minus 7)	Hour entrucking begins (from column 9 subtract 15 minutes, if loading personnel only; subtract 30 minutes, if loading personnel and animals or matériel)

¹ Hour to be entered for Group No. 1 under column 8 equals hour of arrival of head of truck column at R P plus total delay of all groups at R P plus time-length of longest route through area, R P to IP (from column 5 and column 7), plus 30 minutes for inspection and entrucking.

² To find hour last group clears area, add last entry in column 3 to last entry in column 8.

Example of Index No. — to —

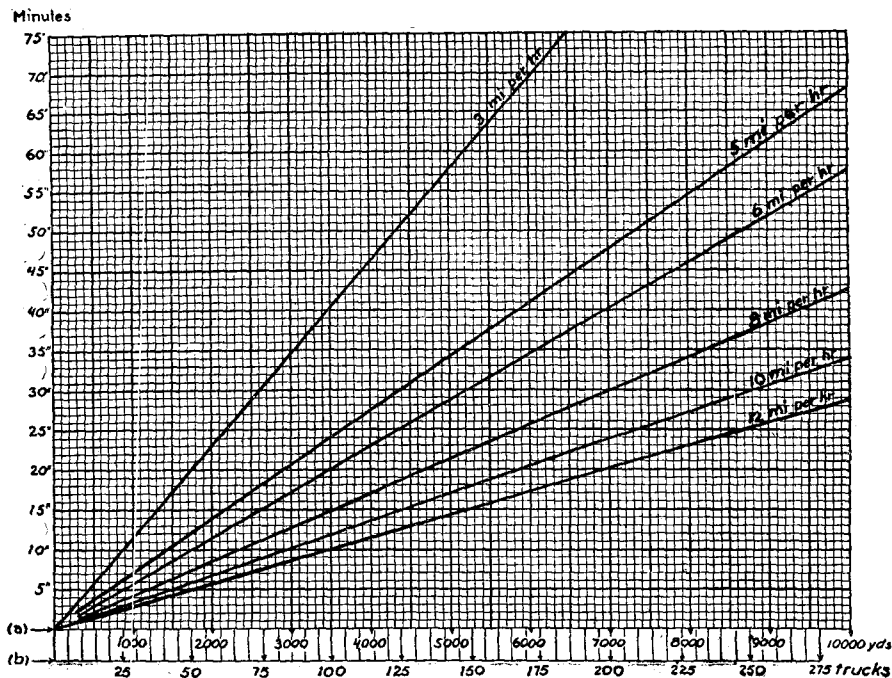
SIGNAL OPERATION INSTRUCTIONS

1st Division,
GETTYSBURG, PA.
14 November 1931, 10:00 AM

Title of item	Serial No.	Remarks ¹
GENERAL:		
Index to Signal Operation Instructions.	5	Supersedes No. 4, 15 Nov 1:00 AM.
Index to Regulations and Orders on Signal Communication.	1	Effective 15 Nov 1:00 AM.
Distribution "S" for Signal Operation Instructions.	2	Supersedes No 1, 15 Nov 1:00 AM.
CODES AND CIPHERS:		
Army Field Code (AFC).....	1	Effective 15 Nov 1:00 AM.
Geographical Appendix to AFC-2....	4	Supersedes No 3, 15 Nov 1:00 AM.
Division Field Code (DFC).....	1	Effective 15 Nov 1:00 AM.
Geographical Appendix to DFC-4....	3	Supersedes No. 2, 15 Nov 1:00 AM.
Radio Service Code (RAD).....	1	Effective 15 Nov 1:00 AM.
Air-Ground Liaison Code (AGC).....	1	Effective 15 Nov 1:00 AM.
Fire-Control Code (FCC).....	1	Effective 15 Nov 1:00 AM.
Map Coordinate Strips.....	5	Supersedes No. 4, 15 Nov 1:00 AM.
Decoding Chart, Map Coordinate Strips.	5	Supersedes No 4, 15 Nov 1:00 AM.
Cipher Key, for Cipher Device M-94.	5	Supersedes No 4, 15 Nov 1:00 AM.
Pyrotechnic Code.....	1	Effective 15 Nov 1:00 AM.
RADIO COMMUNICATION:²		
Call Signs and Frequencies, I Corps Net.	3	Supersedes No 2, 15 Nov 1:00 AM.
Call Signs and Frequencies, 1st Division Net.	4	Supersedes No 3, 15 Nov 1:00 AM.
Call Signs and Frequencies, 1st Brigade Net.	4	Supersedes No 3, 15 Nov 1:00 AM.
Call Signs and Frequencies, 2d Brigade Net.	4	Supersedes No 3, 15 Nov 1:00 AM.
Call Signs and Frequencies, 1st Field Artillery Brigade Net.	4	Supersedes No 3, 15 Nov 1:00 AM.
Call Signs and Frequencies, 1st Infantry Net.	4	Supersedes No. 3, 15 Nov 1:00 AM.
Call Signs and Frequencies, 2d Infantry Net.	4	Supersedes No 3, 15 Nov 1:00 AM.
Call Signs and Frequencies, 3d Infantry Net.	4	Supersedes No 3, 15 Nov 1:00 AM.
Call Signs and Frequencies, 4th Infantry Net.	4	Supersedes No 3, 15 Nov 1:00 AM.
Call Signs and Frequencies, 1st Field Artillery Net.	4	Supersedes No 3, 15 Nov 1:00 AM.

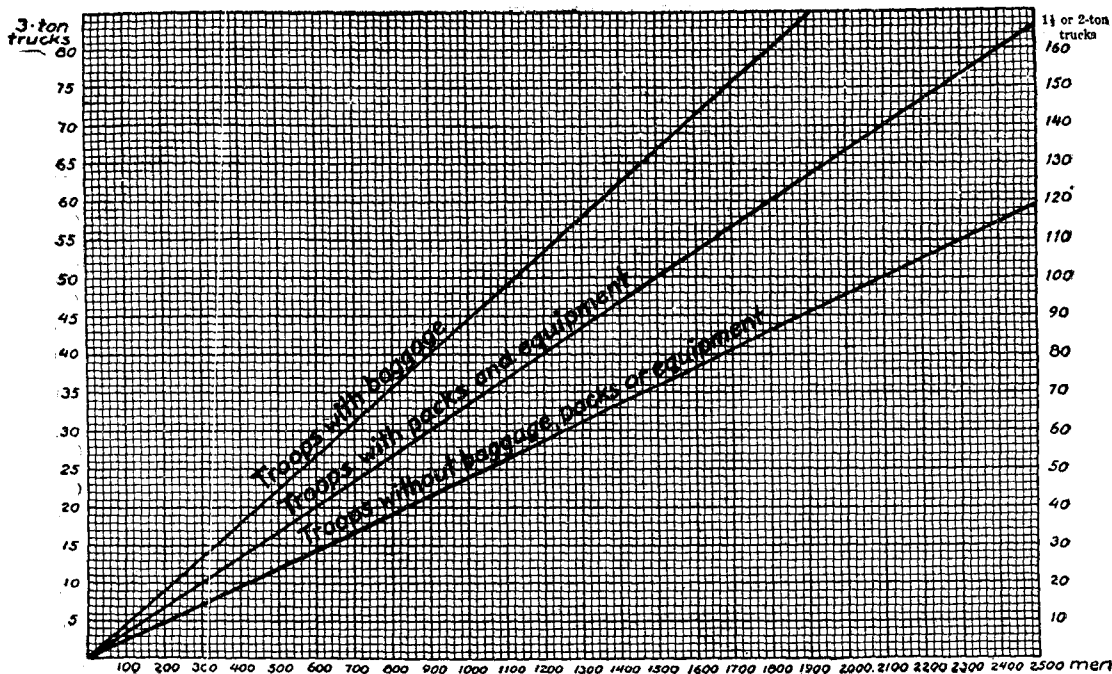
¹ The date and hour items of signal operation instruction become effective will be shown under remarks together with items superseded, if any.

² When necessary, all radio call signs and frequencies may be combined in one item.



Motor transport conversion chart (trucks; yards; time)

(For converting yards into time distance: Read on scale (a) the number of yards to be converted. Follow a vertical line over this point to its intersection with the diagonal indicating the proper rate per hour. Read off on the left-hand marginal scale, "time distance." For converting trucks to be loaded into time lengths (see columns 2 and 3, work sheet); Read on scale (b) the number of trucks in group. Follow a vertical line over this point to its intersection with the diagonal indicating the rate per hour prescribed. Read off on the left-hand marginal scale the "time length" of the group.)



Number of trucks required for troop movement by motor transport

(Sample of chart that can be made for computing readily the number of trucks required for troop movements by motor transport when the capacity of the trucks available is known. On the lowest line of the chart, "men," locate the point corresponding to the number of men to be moved. Follow a vertical line over this point to its intersection with the diagonal describing the troops to be moved. The point on the left-hand marginal scale opposite this intersection gives the number of 3-ton trucks required; on the right the number of 1½ or 2 ton trucks.)

Signal operation instructions—Continued

Title of item	Serial No.	Remarks
RADIO COMMUNICATION—Continued		
Call Signs and Frequencies, 2d Field Artillery Net.	4	Supersedes No 3, 15 Nov 1:00 A.M.
Call Signs and Frequencies, 3d Field Artillery Net.	4	Supersedes No 3, 15 Nov 1:00 A.M.
Call Signs and Frequencies, 101st Observation Squadron.	2	Supersedes No 1, 15 Nov 1:00 A.M.
VISUAL COMMUNICATION:		
Call Signs, Visual Stations.....	1	Effective 15 Nov 1:00 A.M.
Airplane Identification.....	1	Effective 15 Nov 1:00 A.M.
WIRE COMMUNICATION:		
Telephone Code Numbers, Officers and Offices.	1	Effective 15 Nov 1:00 A.M.
Telephone Code Names.....	3	Supersedes No 2, 15 Nov 1:00 A.M.
Telegraph Call Signs.....	1	Effective 15 Nov 1:00 A.M.

BY COMMAND OF MAJOR GENERAL A :

X
Chief of Staff.

OFFICIAL :

Y

Assistant Chief of Staff, G-3.

Distribution : S-10-11-12-13-14-16.

A form for a

DISTRIBUTION LIST

Document _____ Division _____
 (Identify by office mark when possible)
 Number of copies _____ (Date and hour) _____

To message center for transmission as checked below

(Sign) _____

Standard distribution				Special distribution	Organization or office
A		B			
Number of copies ¹	Copy number	Number of copies ¹	Copy number		
1	1	1	1	-----	Commanding general.
1	2	1	2	-----	Aides.
1	3	1	3	-----	Chief of staff.
1	4	3	4-6	-----	G-1.
1	5	1	7	-----	G-2.
2	6-7	1	8	-----	G-3.
2	8-9	5	9-13	-----	G-4.
1	10	1	14	-----	Signal officer.
1	11	1	15	-----	Chemical officer.
1	12	1	16	-----	Air officer.
1	13	3	17-19	-----	Engineer.
1	14	2	20-21	-----	Surgeon.
1	15	1	22	-----	Adjutant general.
1	16	1	23	-----	Inspector.
1	17	4	24-27	-----	Quartermaster.
-----	-----	1	28	-----	Finance officer.
1	18	1	29	-----	Ordnance officer.
-----	-----	1	30	-----	Judge advocate.
-----	-----	1	31	-----	Chaplain.
1	19	3	32-34	-----	Headquarters commandant and provost marshal.
1	20	1	35	-----	----- Signal company.
1	21	1	36	-----	----- Tank company.

A—Field orders. B—Administrative orders.

¹ Number of copies to be issued to subordinate units, offices, etc., should conform to actual requirements.

Distribution list—Continued

Standard distribution				Special distribution	Organization or office
A		B			
Number of copies	Copy number	Number of copies	Copy number		
4	22-25	4	37-40	-----	----- Brigade (Inf.).
				-----	----- Infantry.
				-----	----- Infantry.
4	26-29	4	41-44	-----	----- Brigade (Inf.).
				-----	----- Infantry.
				-----	----- Infantry.
6	30-35	6	45-50	-----	----- Field artillery brigade.
				-----	----- Field artillery.
				-----	----- Field artillery.
				-----	----- Field artillery.
				-----	----- Ammunition train.
1	36	1	51	-----	----- Engineers.
1	37	1	52	-----	----- Medical regiment.
1	38	1	53	-----	----- Quartermaster regiment.
1	39	1	54	-----	----- Army.
1	40	1	55	-----	----- Corps.
1	41	1	56	-----	----- Division (on right).
1	42	1	57	-----	----- Division (on left).
1	43	1	58	-----	----- Division (in reserve).
1	44			-----	----- Reserve.
					Attached
					Troops

A form for a

UNIT TRAINING PROGRAM ¹

Hq -----
(Unit)

(Station)

(Date)

-----Orders
No -----

TRAINING PROGRAM

(Unit)
From ----- to -----
(Date) (Date)

1. INFORMATION.

- a.* Information, if any, as to the situation confronting the unit in so far as it affects training. (Such as, probable mobilization, movement, or use for a specific purpose or in a specific theater.)
- b.* Citation of orders, regulations, policies, or training guides which govern the conduct of training and which have been previously issued or are otherwise available to all concerned.

2. GENERAL PLAN.

- a.* General mission or training objective (usually prescribed by higher authority).
- b.* General allotment of time or division of period into phases, showing—
 - (1) Time reserved by higher commanders.
 - (2) Time reserved by the issuing commander.

¹ This form may be adapted for use in the preparation of a territorial, post, or camp training program by inserting in paragraph 3 a separate subparagraph for each separate component or training activity in the command.

- (3) Time allotted for duties other than training, holidays, etc.
- (4) Time remaining at the disposal of subordinate commanders.

c. Date the training program becomes effective.

3. DETAILED PLAN.

a. Instructions governing the training of the unit as a whole, giving—

- (1) Dates and general character of such training.
(In company programs an allotment of hours for instruction in the various subjects is given here.) (Detailed schedules covering this training are issued separately later.)
- (2) Instructions as to tactical and training inspections with dates of tactical inspections by issuing and higher authority and instructions for proficiency tests by or under the direct supervision of the issuing commander.

b. Training to be conducted by subordinate commanders. A separate subparagraph for each next subordinate unit, giving—

- (1) Its mission or training objective.
- (2) Division of the training into phases or periods, if necessary, and a training objective or subject for each period or phase.
- (3) Allocation of training facilities with dates and hours available.
- (4) Special instructions, if any, necessary for its training.
- (5) Inspection calendar showing dates the next subordinate unit will be inspected for proficiency in various subjects.

c. Instructions in regard to schools.

- (1) Instructions governing the conduct of post or troop schools or enrollment in extension course schools conducted by the issuing officer or higher authority.
- (2) Instructions in regard to schools to be conducted by subordinate commanders.

x. General instructions applicable to the unit as a whole or to more than one unit.

- (1) Instructions as to training standards, proficiency tests, and records of progress.
- (2) Special features of training, if any, which must be stressed.
- (3) Instructions as to the submission of programs or schedules by subordinate commanders.
- (4) Instructions, if any, for the keeping of training charts or other training records.
- (5) Instructions in regard to special subjects, such as—
 - (a) Physical training.
 - (b) Athletics.
 - (c) Practice marches.
 - (d) Target practice.
 - (e) Defense against chemical attacks.
 - (f) Antiaircraft defense.
 - (g) Ceremonies.
 - (h) Riot duty.

5. ADMINISTRATIVE INSTRUCTIONS.

a. Instructions, if any, for the regulation of administrative duties, guard, and fatigue so as to provide the maximum time and personnel for training.

b. Instructions, if any, for the submission of estimates of funds required for training purposes.

c. Instructions, if any, for the use, care, and maintenance of training facilities.

d. Instructions, if any, relating to leaves of absence and furloughs in their relation to training.

e. Instructions, if any, relating to uniforms and equipment in their relation to training.

(Signature)

(Authentication)

Distribution :

A form for a
UNIT TRAINING SCHEDULE

TRAINING SCHEDULE.			Hq..... (Unit)		 (Station)		 (Date)		
From..... (Date)			to..... (Date)						
Day and date	Hours		Personnel participating	Character of training	Place	Officer or NCO in charge	Uniform and equip- ment	Text references, if any, including paragraphs	Remarks
	From	To							

SECTION III

ABBREVIATIONS

42. Abbreviations.—*a. General.*—In general, the use of abbreviations on account of the liability of their being misunderstood is not favored. However, the desirability of saving time and space has led to the authorization of certain simple, widely known abbreviations and to the formulation of rules for their use in order to obviate the objection to their employment.

b. Classification.—With respect to their use in combat orders including their annexes and in field messages, abbreviations are classified as follows:

(1) Certain conventions that have been generally adopted by the public at large and are universally understood, such as, *AM* and *PM* for the periods of the day before and after noon, respectively, and *No* for number.

(2) Specific conventions that have been adopted in the military service, as *RJ* for road junction, *CR* for crossroads, and *BM* for bench mark, when these terms are used as part of the designation of a particular point (e. g., *RJ* 601, *BM* 890; *CR* at (350.5–750.3)), and *incl* and *excl* for inclusive and exclusive, respectively.

(3) Standard abbreviations used to designate grade, abbreviations covering military organizations and fractions thereof, a few military terms, the names of the months, and the names of the States and Territories of the United States and similar subdivisions of foreign countries.

c. Use of abbreviations.—(1) The use of the abbreviations named in *b* (1) and (2) above are usual in all parts of written combat orders including their annexes and in written field messages. Abbreviations, except *AM* and *PM* when referring to the hours of the day, are not ordinarily used in orders which are dictated or given orally nor in telephone messages.

(2) Except as noted in (3) below, the use of the class of abbreviations referred to in *b* (3) above is optional. Clearness is essential. When one of this class of abbreviations is used in one place in an order, it should be used, where authorized, throughout the order. Only abbreviations that are familiar to subordinates should be used. As a rule, these abbreviations are used only in messages or orders written by hand. In typed orders, it is usually quicker and easier to write out the words in full.

(3) Abbreviations are always used in lists of annexes and in the distribution at the end of orders.

d. Dates.—When abbreviations are used, dates are written thus, 1 Jan 24.

e. List.—(1) *General.*—The list in (2) below contains only the authorized abbreviations frequently used in combat orders, messages, records, and reports in the field. It should be noted that with few exceptions all abbreviations are written without spacing and that periods are not used. Whenever practicable, abbreviations have been grouped in order to economize space. In each case the abbreviation not inclosed in parentheses plus any one of those inclosed will give a proper abbreviation, as for example:

Hq (Btry) (Co)—Hq Btry; Hq Co.

When an abbreviation is not made up by grouping the abbreviations of the component words, the special abbreviation is given separately, as, for instance, DHQ for division headquarters instead of Div Hq. For a more detailed list of abbreviations, see paragraph 2, AR 850-150.

(2) *List of abbreviations.*

Acting	Actg
Adjutant (section)	Adj (Sec)
Adjutant (1st staff section, brigades and lower units)	S-1
Adjutant General's Department	AGD
Administrative (orders)	Adm (O)
Advance	Adv
Advance guard	Adv Gd
Afternoon (i. e., from 12:00 noon to 12:00 midnight)	PM
Aide-de-camp	ADC
Air Corps	AC
Airdrome	Adrm
Air intelligence (section) (officer)	A Int (Sec) (O)
Airplane	Ap
Airship	Ash
Ambulance (battalion) (company) (section)	Amb (Bn) (Co) (Sec)
Ambulance (company, animal-drawn) (company, motor)	Amb (Co Anl) (Co M)
American Expeditionary Forces	AEF

Ammunition (c o m p a n y) (distributing point) (train)	Am (Co) (DP) (Tn)
Animal or animal-drawn	Anl
Antiaircraft	AA
Antiaircraft artillery	AAA
April	Apr
Armored car	Armd-C
Army engineer service	A Engr Serv
Army headquarters	AHQ
Army medical (laboratory) (service)	A Med (Lab) (Serv)
Army Regulations	AR
Artillery (brigade) (horse) (liaison officer)	Arty (Brig) (H) (Ln O)
Artillery information service	AIS
Assistant	Asst
Assistant chief of staff	AC of S
Assistant chief of staff for personnel	G-1
Assistant chief of staff of military intelligence	G-2
Assistant chief of staff for operations and training	G-3
Assistant chief of staff for supply	G-4
Attack (group) (squadron) (wing)	Atk (Gp) (Sq) (Wg)
Auxiliary	Aux
August	Aug
Automatic	Auto
Aviation	Avn
Axis or axes of signal communication	Ax Sig Com
Bakery	Bkry
Balloon (group) (squadron) (wing)	Bln (Gp) (Sq) (Wg)
Battalion (combat train) (commander)	Bn (C Tn) (Comdr)
Battalion adjutant	S-1
Battalion intelligence officer	S-2
Battalion plans and training officer	S-3
Battalion supply officer	S-4

Battalion reserve line	BRL
Battery (commander)	Btry (Comdr)
Bench mark	BM
Bombardment (day) (group) (night)	Bomb (Day) (Gp) (Nt)
Boundary	Bd
Bridge train (heavy) (light)	Bdg Tn (Hv) (L)
Brigade (commander)	Brig (Comdr)
Brigade adjutant	S-1
Brigade intelligence officer	S-2
Brigade plans and training officer	S-3
Brigade supply officer	S-4
Brigade headquarters	BHQ
Brigadier general	Brig Gen
Caliber	cal
Camouflage (battalion) (company)	Cam (Bn) (Co)
Captain	Capt
Cavalry (brigade) (division)	Cav (Brig) (Div)
Cavalry division headquarters	Cav DHQ
Cemetery	Cem
Center	Cen
Chaplain (section)	Ch (Sec)
Chemical (ammunition train)	Cml (Am Tn)
Chemical (battalion) (company) (officer)	Cml (Bn) (Co) (O)
Chemical (regiment) (section)	Cml (Regt) (Sec)
Chemical Warfare Service	CWS
Chief of artillery	C of A
Chief of aviation	C of Avn
Chief Signal Officer	C Sig O
Chief of staff	C of S
Clothing and bath unit	C & BU
Coast Artillery Corps	CAC
Coast defense	CD
Collecting (battalion) (company) (point) (station).	Coll (Bn) (Co) (Pt) (Sta)
Colonel	Col
Combat (train) (zone)	C (Tn) (Z)
Command	Comd

Commandant	Comdt
Commander	Comdr
Commander in chief	C in C
Commanding	Comdg
Commanding general	Cg
Commanding officer	CO
Command post	CP
Communication (officer) (platoon) (section).	Com (O) (Plat) (Sec)
Communications zone	Com Z
Company (commander) (headquarters)	Co (Comdr) (Hq)
Construction (company) (platoon) (section).	Cons (Co) (Plat) (Sec)
Convalescent hospital	Conv (Hosp)
Corporal	Corp
Corps headquarters	CHQ
Corps of Engineers	CE
Crossroads	CR
December	Dec
Dental Corps	DC
Department	Dept
Depot (battalion)	Dep (Bn)
Deputy chief of staff	DC of S
Detachment	Det
Distributing point	DP
Division	Div
Division (adjutant) (aviation) (commander).	Div (Adj) (Avn) (Comdr)
Division (engineer) (finance officer)	Div (Engr) (Fin O)
Division headquarters	DHQ
Division (headquarters commandant and provost marshal).	Div (Hq Comdt & PM)
Division (judge advocate) (munitions officer).	Div (JA) (Mun O)
Division (quartermaster) (signal officer) (surgeon).	Div (QM) (Sig O) (Surg)
Dump (truck)	Dp (Trk)

East	E
Echelon	Ech
Embarkation	Emb
Engineer (battalion) (company) (officer) (train).	Engr (Bn) (Co) (O) (Tn)
Engineers (combat) (general service)....	Engrs (C) (Gen Serv)
Enlisted men.....	EM
Entrucking point.....	EP
Evacuation (hospital).....	Evac (Hosp)
Exclusive	excl
Executive (officer).....	Ex (O)
February.....	Feb
Feet or foot.....	ft
Field (train).....	F (Tn)
Field Artillery (brigade).....	FA (Brig)
Field manual.....	FM
Field orders.....	FO
Field (remount depot).....	F (Rmt Dep)
Finance (Department) (officer).....	Fin (Dept) (O)
First lieutenant.....	1st Lt
Flash ranging.....	FR
Flight (commander).....	Flt (Comdr)
Forward communication center.....	FCC
Forward echelon.....	Fwd Ech
General (hospital) (service).....	Gen (Hosp) (Serv)
General headquarters.....	GHQ
General service.....	Gen Serv
General staff (Corps).....	GS (C)
First section.....	G-1
Second section.....	G-2
Third section.....	G-3
Fourth section.....	G-4
Geological (survey).....	Geol (Surv)
Graves registration unit.....	GRU
Group.....	Gp
Groupment.....	Gpmt
Guard.....	Gd

Harbor defense.....	HD
Headquarters (battery) (company) (platoon) (section) (troop).	Hq (Btry) (Co) (Plat) (Sec) (Tr)
Headquarters and headquarters (battery) (company) (troop).	Hq & Hq (Btry) (Co) (Tr)
Headquarters commandant.....	Hq Comdt
Headquarters and service (battery) (company).	Hq & Serv (Btry) (Co)
Heavy.....	Hv
High explosive.....	HE
Highway.....	Hwy
Hospital (battalion) (company) (train)---	Hosp (Bn) (Co) (Tn)
Howitzer (company) (section).....	How (Co) (Sec)
Inch.....	in
Inclusive.....	incl
Infantry (brigade) (division).....	Inf (Brig) (Div)
Initial point.....	IP
Inspector general.....	IG
Inspector General's Department.....	IGD
Intelligence (platoon) (section).....	Int (Plat) (Sec)
Intelligence officer.....	S-2 or Int O
January.....	Jan
Judge advocate (section).....	JA (Sec)
Judge Advocate General's Department.....	JAGD
Kitchen.....	Ki
Laboratory.....	Lab
Liaison (officer).....	Ln (O)
Lieutenant (colonel) (general).....	Lt (Col) (Gen)
Light (machine gun).....	L (MG)
Lights.....	Lts
Line of departure.....	LD
Machine gun (company) (squadron) (troop).	MG (Co) (Sq) (TR)
Machine rifle (platoon) (squad).....	MR (Plat) (Sqd)

Main line of resistance	MLR
Maintenance (section)	Maint (Sec)
Maintenance of equipment	M of E
Maintenance of way	M of W
Major (General)	Maj (Gen)
March	Mar
Mechanized	Mecz
Medical (regiment) (supply depot)	Med (Regt) (Sup Dep)
Medical Corps	MC
Medical Department	MD
Message (center)	Msg (Cen)
Messenger (section)	Msg (Sec)
Meteorological company	Met Co
Mile	mi
Military intelligence	MI
Military police (battalion) (company)	MP (Bn) (Co)
Millimeter	mm
Months	mos
Morning (i. e., from 12:00 midnight to 12:00 noon)	AM
Motor	M
Motor car company	MC Co
Motorcycle (company)	Mtel (Co)
Motor repair (battalion) (company) (sec- tion).	M Rep (Bn) (Co) (Sec)
Motor transport (command) (company) (of- ficer).	MT (Comd) (Co) (O)
Motor truck (company)	M Trk (Co)
Motorized	Mtz
Mounted	Mtd
Munitions (officer)	Mun (O)
Night	Nt
Noncommissioned officer	NCO
North	N
November	Nov
Number	No
Observation (battalion) (flash) (group) (squadron).	Obsn (Bn) (Fl) (Gp) (Sq)

Observer-----	Obsr
Observation post-----	GP
October-----	Oct
Officer, order, or orders-----	O
Ordnance (company) (depot) (section)-----	Ord (Co) (Dep) (Sec)
Ordnance officer-----	OO
Outpost line of resistance-----	OPLR
Pack (train)-----	Pk (Tn)
Park-----	Prk
Personnel (adjutant) (section)-----	Pers (Adj) (Sec)
Photographic (section)-----	Photo (Sec)
Pigeon company-----	Pgn Co
Pioneer-----	Pion
Pioneer and demolition section-----	P & D Sec
Plans and training officer-----	S-3
Platoon (commander) (headquarters)-----	Plat (Comdr) (Hq)
Point-----	Pt
Ponton-----	Pon
Postal (section)-----	Post (Sec)
Private-----	Pvt
Provisional-----	Prov
Provost marshal-----	PM
Provost Marshal General-----	PMG
Pursuit (group) (squadron)-----	Pur (Gp) (Sq)
Quartering (detachment) (officer)-----	Qr (Det) (O)
Quartermaster (Corps) (section)-----	QM (C) (Sec)
Radio (company)-(section)-----	Rad (Co) (Sec)
Radio and panel section-----	R & P Sec
Ration distributing point-----	RDP
Railhead (detachment)-----	Rhd (Det)
Railhead officer-----	RHO
Railroad-----	RR
Railroad transportation officer-----	RTO
Railway (battalion)-----	Ry (Bn)
Rear (echelon) (guard)-----	Rr (Ech) (Gd)
Reconnaissance (officer)-----	R (O)

Reconstruction park	Recons Prk
Refilling point	RP
Regiment	Regt
Regimental	Regtl
Regimental adjutant	S-1
Regimental headquarters	RHQ
Regimental intelligence officer	S-2
Regimental plans and training officer	S-3
Regimental reserve line	RRL
Regimental supply officer	S-4
Regulating (officer) (point) (station)	R (O) (P) (Sta)
Remount (depot) (officer) (service)	Rmt (Dep) (O) (Serv)
Repair (section)	Rep (Sec)
Replacement	Repl
Reproduction	Repr
Reserve	Res
Rifle (company) (platoon) (squad)	R (Co) (Plat) (Sqd)
Road	Rd
Road junction	RJ
Sales commissary unit	Sales Com U
Salvage (company)	Salv (Co)
Sanitary	Sn
School	Sch
Searchlight	Slt or SL
Second lieutenant	2d Lt
Section	Sec
Separate	Sep
September	Sept
Sergeant	Sgt
Service (battalion) (battery) (company) (troop).	Serv (Bn) (Btry) (Co) (Tr)
Signal (battalion) (company) (depot) (officer) (section).	Sig (Bn) (Co) (Dep) (O) (Sec)
Signal Corps	Sig C
Small arms (ammunition)	SA (Am)
Sound ranging	SR
Sound and flash battalion	S & F Bn
South	S

Special troops-----	Sp Trs
Squad-----	Sqd
Squadron (headquarters) (headquarters and headquarters detachment).	Sq (Hq) (Hq & Hq Det)
Station-----	Sta
Submachine gun-----	SMG
Supply (company) (section) (troop)-----	Sup (Co) (Sec) (Tr)
Supply officer-----	S-4 or Sup O
Support line-----	SL
Surgeon-----	Surg
Surgical (hospital)-----	Surgl (Hosp)
Survey-----	Surv
Straggler line-----	Strag L
Switchboard-----	Sb
Tables of Basic Allowances-----	T/BA
Tables of Organization-----	T/O
Tank (battalion) (company)-----	Tk (Bn) (Co)
Technical-----	Tech
Technical Regulations-----	TR
Telegraph (section)-----	Tg (Sec)
Telephone (section)-----	Tp (Sec)
Theater of Operations-----	T of Opns
Topographic-----	Top
Tractor-----	Trac
Tractor-drawn-----	TD
Train-----	Tn
Training Manual-----	TM
Training Regulations-----	TR
Transport or transportation (company) (of- ficer) (platoon)-----	T (Co) (O) (Plat)
Trench mortar (battery)-----	TM (Btry)
Troop (s)-----	Tr (s)
Truck (section)-----	Trk (Sec)
Veterinary or veterinarian-----	Vet
Veterinary Corps-----	VC
Veterinary (company) (evacuation hospital) (service).	Vet (Co) (Evac Hosp) (Serv)
Visual-----	Vis

Wagon (company) (master) (section) (train).	Wag (Co) (Mr) (Sec) (Tn)
War Department_____	WD
Warrant officer_____	WO
Water supply_____	W Sup
Water tank (battalion) (train)_____	W Tk (Bn) (Tn)
West_____	W
Wing_____	Wg
Yard_____	Yd
Year_____	Yr
Zone_____	Z
Zone of the interior_____	Z of I

(3) *Examples.*—(a) *Abbreviations used with units of an infantry division.*

1st Division ¹ _____	1st Div
1st Brigade ¹ _____	1st Brig
Special Troops, 1st Division_____	Sp Trs 1st Div
Headquarters Company, 1st Division_____	Hq Co 1st Div
Forward Echelon, Headquarters, 1st Division.	Fwd Ech Hq 1st Div
Rear Echelon, Headquarters, 1st Division_____	Rr Ech Hq 1st Div
1st Signal Company_____	1st Sig Co
1st Tank Company (light)_____	1st Tk Co
1st Ordnance Company (maintenance)_____	1st Ord Co
Service Company, 1st Division_____	Serv Co 1st Div
1st Military Police Company_____	1st MP Co
Headquarters Company, 1st Brigade_____	Hq Co 1st Brig
Headquarters and Headquarters Company, 1st Brigade.	Hq & Hq Co 1st Brig
1st Infantry_____	1st Inf
Headquarters Company, 1st Infantry_____	Hq Co 1st Inf
Headquarters and Headquarters Company, 1st Infantry.	Hq & Hq Co 1st Inf

¹The abbreviations "1st Div" or "1st Brig" always imply an infantry division or an infantry brigade. Cavalry divisions or brigades and field artillery brigades are always designated by including the abbreviations "Cav" or "FA," as, "1st Cav Div," "1st FA Brig."

Intelligence Platoon, Headquarters Com- pany, 1st Infantry.	Int Plat Hq Co 1st Inf
Pioneer Platoon, Headquarters Company, 1st Infantry.	Pion Plat Hq Co 1st Inf
Communication Platoon, Headquarters Com- pany (1st Infantry) (1st Battalion).	Com Plat Hq Co (1st Inf) (1st Bn)
Service Company, 1st Infantry-----	Serv Co 1st Inf
Headquarters Platoon, Service Company, 1st Infantry.	Hq Plat Serv Co 1st Inf
Transportation Platoon, Service Company, 1st Infantry.	T Plat Serv Co 1st Inf
1st Battalion, 1st Infantry-----	1st Bn 1st Inf
Headquarters and Headquarters Company, 1st Battalion, 1st Infantry.	Hq & Hq Co 1st Bn 1st Inf
Company A, 1st Infantry-----	Co A 1st Inf
Howitzer Company, 1st Infantry-----	How Co 1st Inf
1st Field Artillery Brigade-----	1st FA Brig
1st Field Artillery-----	1st FA
1st Battalion, 1st Field Artillery-----	1st Bn 1st FA
Combat Train, 1st Battalion, 1st Field Ar- tillery-----	C Tn 1st Bn 1st FA
Battery A, 1st Field Artillery-----	Btry A 1st FA
1st Ammunition Train-----	1st Am Tn
Battery A, 1st Ammunition Train-----	Btry A 1st Am Tn
101st Field Artillery (155-mm. howitzer)----	101st FA (155- mm. How)
1st Division Aviation-----	1st Div Avn
1st Observation Squadron-----	1st Obsn Sq
1st Photo Section-----	1st Photo Sec
1st Engineers-----	1st Engrs
1st Battalion, 1st Engineers-----	1st Bn 1st Engrs
Company A, 1st Engineers-----	Co A 1st Engrs
1st Medical Regiment-----	1st Med Regt
Service Company, 1st Medical Regiment----	Serv Co 1st Med Regt
Collecting Battalion, 1st Medical Regiment..	Coll Bn 1st Med Regt
1st Collecting Company, 1st Medical Regi- ment.	1st Coll Co 1st Med Regt

Ambulance Battalion, 1st Medical Regiment.	Amb Bn 1st Med Regt
1st Ambulance Company, 1st Medical Regiment.	1st Amb Co 1st Med Regt
Hospital Battalion, 1st Medical Regiment---	Hosp Bn 1st Med Regt
1st Hospital Company, 1st Medical Regiment	1st Hosp Co 1st Med Regt
1st Veterinary Company-----	1st Vet Co

(b) *Examples of abbreviations for units that may be attached to an infantry division.*

Battery A, 501st Coast Artillery (antiaircraft) (searchlight).	Btry A 501st CA (AA) (Slt or SL ¹)
Battery E, 501st Coast Artillery (antiaircraft) (machine gun).	Btry E 501st CA (AA) (MG ¹)
1st Platoon, Company A, 301st Chemical Regiment.	1st Plat Co A 301st Cml Regt
421st Field Artillery (75-mm. Portée)-----	421st FA (75-mm Portée ¹)
402d Field Artillery (155-mm. howitzer)----	402d FA (155-mm How)
360th Engineers (general service)-----	360th Engrs (Gen Serv ¹)
699th Battalion of Engineers (separate)----	699th Bn Engrs (Sep ¹)
70th Surgical Hospital-----	70th Surgl Hosp
351st Observation Squadron (separate)----	351st Obsn Sq (Sep ¹)
301st Balloon Squadron-----	301st Bln Sq
1st Quartermaster Regiment-----	1st QM Regt
Motor Battalion, 1st Quartermaster Regiment.	M Bn 1st QM Regt
1st Motor Transport Company, 1st Quartermaster Regiment.	1st MT Co 1st QM Regt

¹ Not required, may be added if desirable for ready identification.

Motor Maintenance Company, 1st Quarter-	M Maint Co 1st
master Regiment.	QM Regt
Wagon Battalion, 1st Quartermaster Regi-	Wag Bn 1st QM
ment.	Regt

(c) *Abbreviations used with units of a cavalry division.*

1st Cavalry Division-----	1st Cav Div
1st Cavalry Brigade-----	1st Cav Brig
Headquarters and Headquarters Troop, 1st Cavalry Brigade-----	Hq & Hq Tr 1st Cav Brig
Special Troops, 1st Cavalry Division-----	Sp Trs 1st Cav Div
Headquarters Troop, 1st Cavalry Division--	Hq Tr 1st Cav Div
1st Signal Troop-----	1st Sig Tr
1st Ordnance Co (light maintenance)-----	1st Ord Co (Cav)
Forward Echelon, Headquarters, 1st Cavalry Division -----	Fwd Ech Hq 1st Cav Div
Rear Echelon, Headquarters, 1st Cavalry Division -----	Rr Ech Hq 1st Cav Div
1st Cavalry-----	1st Cav
1st Squadron, 1st Cavalry-----	1st Sq 1st Cav
Troop A, 1st Cavalry-----	Tr A 1st Cav
1st Armored-car Squadron-----	1st Armd-C Sq
Troop A, 1st Armored-car Squadron-----	Tr A 1st Armd-C Sq
Machine-Gun Troop, 1st Cavalry-----	MG Tr 1st Cav
1st Field Artillery (horse)-----	1st FA (H)
1st Battalion, 1st Field Artillery (horse)--	1st Bn 1st FA (H)
Battery A, 1st Field Artillery (horse)-----	Btry A 1st FA (H)
1st Engineer Squadron-----	1st Engr Sq
1st Medical Squadron-----	1st Med Sq
Ambulance Troop, 1st Medical Squadron----	Amb Tr 1st Med Sq
Veterinary Troop, 1st Medical Squadron----	Vet Tr 1st Med Sq
1st Cavalry Division Train-----	1st Cav Div Tn
Pack Train No. 1-----	Pk Tn No 1

the enemy are shown in red. The only exceptions are the following:

(a) Symbols for areas to be covered by friendly fire or gas though always located in enemy territory are executed in blue.

(b) Symbols for gassed areas, wherever located, are always executed in red.

(3) The position of the various letters, numbers, or abbreviations designating definite units with respect to the symbol representing the type of unit will be as follows:

(a) Serial numbers of armies, corps, divisions, brigades, regiments, separate battalions, separate companies, or similar separate units are placed on the right.

(b) Numbers designating battalions in a regiment are placed on the left.

(c) Letters designating companies, troops, or batteries are in capitals and are placed on the left. Companies, troops, or batteries (not separate), and other elements of a unit are designated by name instead of by letter; as for example, "Howitzer Company, 3d Infantry" or "Service Troop, 3d Cavalry" will be designated by the use of the proper abbreviation in capital letters on the left.

(d) Abbreviations for explanatory purposes will be in small letters on the right. Abbreviations may be used instead of symbols to show information that can not be indicated by a single symbol; such as, the area occupied by the service trains of a division, in which case capital letters will be used.

(e) Calibers will be shown by numbers and unit of measure; as, 37-mm, 42-cm, 12".

(4) Abbreviations used will conform to those listed in Section III, Chapter 2.

b. Basic symbols.—(1) *Indicating purpose or character of activity.*

Military post or station; command post or headquarters... 

(Lower end of staff or symbol will terminate at point of establishment represented.)

Troop unit..... 

(On large scale maps where troop units can be shown to scale, this symbol may be modified so as to show area occupied by units in column or line, thus:

Line  Column )

Arsenal, manufacturing establishment, or shop.....	
Embarkation or debarkation point.....	
General hospital.....	
Laboratory, experimental station, or proving ground.....	
Mobile train or unit.....	
Animal-drawn.....	
Motor-drawn.....	
Railway.....	
Mobilization point or area (capacity in figures).....	
Observation post.....	
Reception center.....	
Replacement center.....	
School.....	
Supply depot.....	
Dump, park, or distributing point (temporary depot in combat zone).....	
Reserve or base depot.....	
Intermediate depot.....	
Supply point.....	

(2) *Indicating arm or service or activity of arm or service.*—These symbols will be placed generally within the symbols shown in (1) above. When none of these symbols appears within a symbol shown in (1) above, the activity is of a general nature for the use of all arms and services.

Air Corps.....	
Balloon.....	
Airship.....	

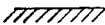
Park for aviation gasoline and oil only	
Ammunition dump for aviation bombs only	
Artillery	•
Cavalry	/
Armored car or cars	 armd
(Armored car or cars of any particular arm will be indicated by the appropriate symbol of the arm superimposed on the right hand rectangle.)	
Chemical Warfare Service	G
Engineers	E
Infantry (except tanks and military police)	X
Tanks	◇
Military police	P
Medical Department	+
Veterinary service only	V
Ordnance Department	
Ammunition only	⌒
Prisoners of war	PW
Quartermaster Corps	Q
Gasoline and oil only	Y
Class I supplies	⊂
Transportation service	
Remount service	U
Bakery unit	
Signal Corps	S

(3) *Indicating size of units.*—These symbols will be placed above the symbols shown in (1) above, or used for indicating boundaries as shown in (4) below.

Squad.....	.
Section.....	..
Platoon.....	...
Company, troop, battery, or Air Corps flight.....	1
Battalion, cavalry squadron, or Air Corps squadron.....	11
Regiment or Air Corps group.....	111
Air Corps wing.....	W
Brigade.....	x
Division.....	xx
Corps.....	xxx
Corps area, department, or section of communications zone..	ooo
Communications zone.....	oooo
Army.....	xxxx
General headquarters.....	GHQ

(4) *Boundaries.*

Pursuit aviation (limit of radius of action)	—∞ pur—
Attack aviation (limit of radius of action)	—∞ atk—
Bombardment aviation (limit of radius of action)	—∞ bomb—
Observation aviation (limit of zone of reconnaissance):	
Rear limit, army aviation.....	—xxx obsn—
Rear limit, corps aviation.....	—xxx obsn—
Squad.....	—•—
Section.....	—••—
Platoon.....	—•••—

Company or similar unit.....	-I-
Battalion or similar unit.....	-II-
Regiment or similar unit.....	-III-
Brigade.....	-X-
Division.....	-XX-
Corps.....	-XXX-
Corps area, department, or section of communications zone.....	-OOO-
Army.....	-XXXX-
Rear boundary of theater of operations.....	GHQ
Front line.....	
Limit of wheeled traffic by night.....	-NT-
Limit of wheeled traffic by day.....	-DY-
Limit beyond which gas masks must be at ALERT....	-G-
Line beyond which lights on vehicles are prohibited..	-LT-
Straggler line.....	-  -
Outpost line of resistance.....	OPLR
Main line of resistance.....	MLR
Support line.....	SL
Battalion reserve line.....	BRL
Regimental reserve line.....	RRL
Limiting point.....	-  -
Line of departure.....	LD

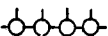
(5) *Miscellaneous.*

Automatic rifle.....	
(Dotted when emplacement is not occupied, thus).....	

Machine gun..... 
 (Arrow to point in principal direction of fire.)

Light machine gun..... 

Machine-gun symbol under symbol of unit of any arm indicates machine-gun unit of that arm.

Gun.....		} Open when emplacement is unoccupied, thus.....	} 	
Gun battery.....				
Howitzer or mortar..				
Howitzer or mortar battery.....				

Sound locator..... 

Machine gun (single gun)..... 
 (Arrows to indicate sectors of fire, shaded portion to show danger space when fire is placed in final protective line.)

Machine-gun section (two guns)..... 

Normal barrage, one machine gun..... 

Antiaircraft machine gun..... 

Antitank gun..... 

Cemetery..... 

Torpedo or mine..... 

Searchlight..... 

Telephone central located at a command post..... 

Switching central..... 

Test station..... 

c. Application of special military symbols.—The following examples show the use of the special symbols as applied to various military organizations or activities. They are intended to illustrate the method of combining basic symbols and abbreviations to show the desired information and are only a few of the possible combinations.

(1) *Infantry.*

One section, Company A, 4th Infantry-----	A		4
1st Platoon, Company B, 2d Infantry-----	1B		2
Company D, 20th Infantry-----	D		20
2d Tank Company-----			2
901st Light Tank Regiment-----			901 L
901st Heavy Tank Regiment-----			901 hv
3d Battalion, 8th Infantry-----	3		8
Howitzer Company, 3d Infantry-----	HOW		3
5th Infantry-----			5
16th Brigade (Infantry)-----			16
8th Division-----			8
Field trains, 2d Infantry-----	FTN		2
75-mm. mortar-----			75mm
37-mm. gun-----			37 mm
Command Post, 3d Battalion, 4th Infantry-----	3		4
Observation Post, 6th Infantry-----			6

(2) *Cavalry.*

Troop F, 2d Cavalry-----	F		2
3d Cavalry Division Tank Company-----			3 cav div
1st Squadron, 4th Cavalry-----	1		4
18th Cavalry-----			18

Machine gun..... 
 (Arrow to point in principal direction of fire.)

Light machine gun..... 

Machine-gun symbol under symbol of unit of any arm indicates machine-gun unit of that arm.

Gun.....		} Open when emplacement is unoccupied, thus.....	{	
Gun battery.....				
Howitzer or mortar.....				
Howitzer or mortar battery.....				

Sound locator..... 

Machine gun (single gun)..... 
 (Arrows to indicate sectors of fire, shaded portion to show danger space when fire is placed in final protective line.)

Machine-gun section (two guns)..... 

Normal barrage, one machine gun..... 

Antiaircraft machine gun..... 

Antitank gun..... 

Cemetery..... 

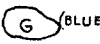
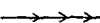
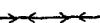
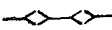
Torpedo or mine..... 

Searchlight..... 

Telephone central located at a command post..... 

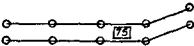
Switching central..... 

Test station..... 

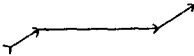
Radio station.....	
Pigeon post.....	
Visual signaling post.....	
Message center.....	
Wire line on ground.....	
Cloud gas cylinder.....	
Landing field.....	
Advanced landing field.....	 adv
Airdrome.....	
Balloon bed.....	
Balloon ascension point.....	
Airship hangar.....	
Airship mooring mast.....	
Area to be covered by fire.....	 (BLUE)
(Indicate character of fire by showing caliber of weapon or by an appropriate description, ab- breviation, etc., thus).....	 (BLUE) 155 MM HOW
Area to be gassed.....	 G (BLUE)
Gassed area to be avoided.....	 (RED)
One-way traffic.....	
Two-way traffic.....	
Dugout (isolated).....	
Dugout (in connection with trench).....	
Tank trap.....	
Tank barrier.....	

Controlled mines..... 

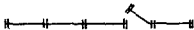
(This symbol should be used to indicate one 19-mine group, and a separate symbol should be used for each group. As it appears here, the upper part of the page is to be considered the seaward direction, and on charts the symbols should be correspondingly placed, and the length of the line should be such that at the scale of the chart it represents 1,800 feet, the actual length of a mine group, and its position represents the contemplated disposition of the mine group.)

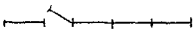
Contact mines..... 

(This symbol should be used so as to indicate on the chart the actual contemplated number of lines and disposition of lines, and the arabic figures should indicate the contemplated number of mines in each line.)

Leader gear..... 

(This symbol should be used on the chart to indicate the exact location of the leader gear.)

Torpedo net (with gate)..... 

Antisubmarine net (with gate)..... 

Obstructions (such as piles, hurdles, sunken vessels, and booms)..... 

Fixed underwater listening posts..... 

Demolitions..... 

Trenches (dotted when proposed)..... 

Trench for one squad..... 

(For each additional squad add one traverse.)

Wire entanglement..... 

Concealed entanglement..... 

Accurately located point..... 

c. Application of special military symbols.—The following examples show the use of the special symbols as applied to various military organizations or activities. They are intended to illustrate the method of combining basic symbols and abbreviations to show the desired information and are only a few of the possible combinations.

(1) *Infantry.*

One section, Company A, 4th Infantry-----	A		4
1st Platoon, Company B, 2d Infantry-----	1B		2
Company D, 20th Infantry-----	D		20
2d Tank Company-----			2
901st Light Tank Regiment-----			901 L
901st Heavy Tank Regiment-----			901 hv
3d Battalion, 8th Infantry-----	3		8
Howitzer Company, 3d Infantry-----	HOW		3
5th Infantry-----			5
16th Brigade (Infantry)-----			16
8th Division-----			8
Field trains, 2d Infantry-----	FTN		2
75-mm. mortar-----			75mm
37-mm. gun-----			37 mm
Command Post, 3d Battalion, 4th Infantry-----	3		4
Observation Post, 6th Infantry-----			6

(2) *Cavalry.*

Troop F, 2d Cavalry-----	F		2
3d Cavalry Division Tank Company-----			3 cav div
1st Squadron, 4th Cavalry-----	1		4
18th Cavalry-----			18

Headquarters Troop, 8th Cavalry Brigade.....	HQ  8 bris
Machine-Gun Troop, 7th Cavalry.....	 7
1st Cavalry Brigade.....	 1
Light Machine Gun Platoon, Troop A, 2d Cavalry.....	A  2
4th Cavalry Division.....	 4
Command Post, 5th Cavalry Brigade.....	 5
Troop A, 1st Armored-car Squadron.....	A  1 armd

(3) *Artillery.*

Battery F, 2d Field Artillery.....	F  2
(This symbol may be used to show artillery position area.)	
Combat Train, 2d Battalion, 3d Field Artillery.....	CTN 2  3
Headquarters Battery, 2d Battalion, 4th Field Artillery.....	HQ 2  4
1st Battalion, 8th Field Artillery.....	1  8
1st Ammunition Train.....	 1
Battery A, 3d Ammunition Train.....	A  3
21st Field Artillery (horse).....	 21
1st Battalion, 104th Coast Artillery (AA).....	1  104 aa
2d Battalion, 104th Coast Artillery (AA).....	2  104 aa
Battery A, 104th Coast Artillery (AA).....	A  104 aa
Battery B, 104th Coast Artillery (AA).....	B  104 aa
Machine-Gun Platoon, Battery E, 104th Coast Artillery (AA).....	E  104 aa
Searchlight Platoon, Battery A, 104th Coast Artillery (AA).....	A  104 aa
103d Field Artillery (155-mm. gun).....	 103 gn 155 mm
Combat Train, 1st Battalion, 301st Field Artillery.....	CTN 1  301

Command Post, 8th Field Artillery.....  8
 Observation Post, 3d Battalion, 203d Field Artillery.. 3  203
 912th Coast Artillery (12-inch guns, railway).....  912 gn 12"
 Occupied emplacement, battery 155-mm. howitzers.....  155 mm

(4) *Engineers.*

Company A, 2d Engineers (combat)..... A  2
 15th Engineers (squadron).....  15
 301st Engineers (general service).....  301 gen serv
 302d Engineers (separate battalion).....  302 sep
 905th Engineers (heavy ponton, motorized).....  905 hv pon mtz
 801st Engineers (water supply).....  801 w- sup
 Engineer Dump, 5th division.....  ^{xx} 5
 Engineer Park, II Corps.....  ^{xxx} II
 Engineer Depot No. 2, First Army..... ^{xxxx} 2  First

(5) *Signal Corps.*

16th Signal Company.....  16
 101st Signal Battalion.....  101
 4th Signal Troop.....  4
 Pigeon Company No. 701.....  701 pgn
 Point named on axis of signal communication..... 
 Point on axis of signal communication, 1st Division.....  ^{xx} 1

(6) *Air Corps.*

701st Airdrome Squadron.....	 701
901st Transport Squadron.....	 901 t
7th Observation Squadron.....	 7 obsn
701st Attack Wing.....	 701 atk
101st Balloon Squadron.....	 101
301st Balloon Group.....	 301
Second Army Aviation.....	 Second

(7) *Medical Department.*

Service Company, 1st Medical Regiment.....	SERV  1
202d Ambulance Company.....	 202 amb
9th Hospital Company.....	 9 hosp
Collecting Battalion, 3d Medical Regiment.....	COLL  3
Hospital Battalion, 804th Medical Regiment.....	HOSP  804
1st Medical Regiment.....	 1
Medical establishment, other than veterinary.....	+
Battalion aid station.....	+
Regimental aid station.....	+
Division collecting station.....	 coll
Division hospital station.....	 hosp
Army hospital station.....	
715th Evacuation Hospital.....	 715 evac
2d Veterinary Company.....	 2
Veterinary establishment.....	✓
Regimental veterinary aid station.....	✓
Veterinary collecting station.....	 coll

801st Veterinary Convalescent Hospital..... ^{xxxx}  801 conv hosp

Hospital train..... 

Army medical depot..... ^{xxxx} 

(8) *Chemical Warfare Service.*

Company C, 901st Chemical Regiment..... C  901

2d Battalion, 901st Chemical Regiment..... 2  901

(9) *Quartermaster Corps.*

6th Quartermaster Regiment..... ^{uu}  6

6th Motor Battalion.....  6 m

11th Motor Transport Company.....  11 mt

6th Motorcycle Company.....  6 mtc

6th Motor Maintenance Company.....  6 m maint

12th Wagon Company..... ^u  12 wag

6th Service Company.....  6 serv

2d Cavalry Division Quartermaster Service..... ^{xx}  2 serv

Motor transport..... ^{xx}  2 mt

Animal-drawn transport..... ^{yy}  2

Pack elements..... ^{xx}  2 pk

5th Pack Train.....  5 pk

I Corps Quartermaster Train..... ^{xxx}  I

Motor elements..... ^{xxx}  Im

I Corps Wagon Train..... ^{xxx}  I wag

First Army Quartermaster Train..... ^{xxxx}  First

101st Service Battalion.....  101 serv

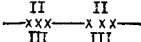
101st Remount Squadron.....	 101rmt
706th Clothing and Bath Unit.....	 706 c & b
5th Division Quartermaster Dump.....	^{xx}  5
III Corps Quartermaster Park.....	^{xxx}  III
First Army Quartermaster Depot.....	^{xxxx}  First
Second Army Quartermaster Depot No. 1 (gasoline and oil).....	^{xxxx} 1  Second ▼
Third Army Quartermaster Depot No. 2 (motor transport).....	^{xxxx} 2  Third mt
Third Army Remount Depot.....	^{xxxx}  Third rmt

(10) *Ordnance.*

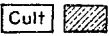
3d Ordnance Company (maintenance).....	 3 maint
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(11) *Miscellaneous.*

Air park.....	
Balloon park.....	
Gas-generating plant.....	
Railway center.....	
Tank park.....	
Distributing point for Class I supplies.....	 dp
Ammunition distributing point.....	 dp
Division infantry ammunition distributing point.....	^{xx}  dp
Division artillery ammunition dump.....	^{xx} 
Water-distributing point.....	 dp
Regulating station.....	 rsta
Refilling point.....	 rp
Railhead.....	 rhd

Railhead for 1st Division.....	 rh d
Collecting Point, Prisoners of War, 10th Division.....	 PW 10
Collecting Point, Straggler Line, 2d Division.....	 2
Prisoner of War Inclosure, IV Corps.....	 PW IV
Depot, advance section, communications zone.....	 adv.
Rear Echelon, Headquarters, 8th Division.....	 8rr ech
Headquarters or Command Post, III Corps.....	 III
Corps Troops, IV Corps.....	 IV
Boundary between II and III Corps.....	

d. Special symbols for use in hasty military sketches.

Stream.....	
Woods.....	
Brush.....	
Cultivated land.....	
Area occupied by a unit (2d Battalion, 3d Field Artillery).....	
Area occupied by corps troops (III Corps).....	